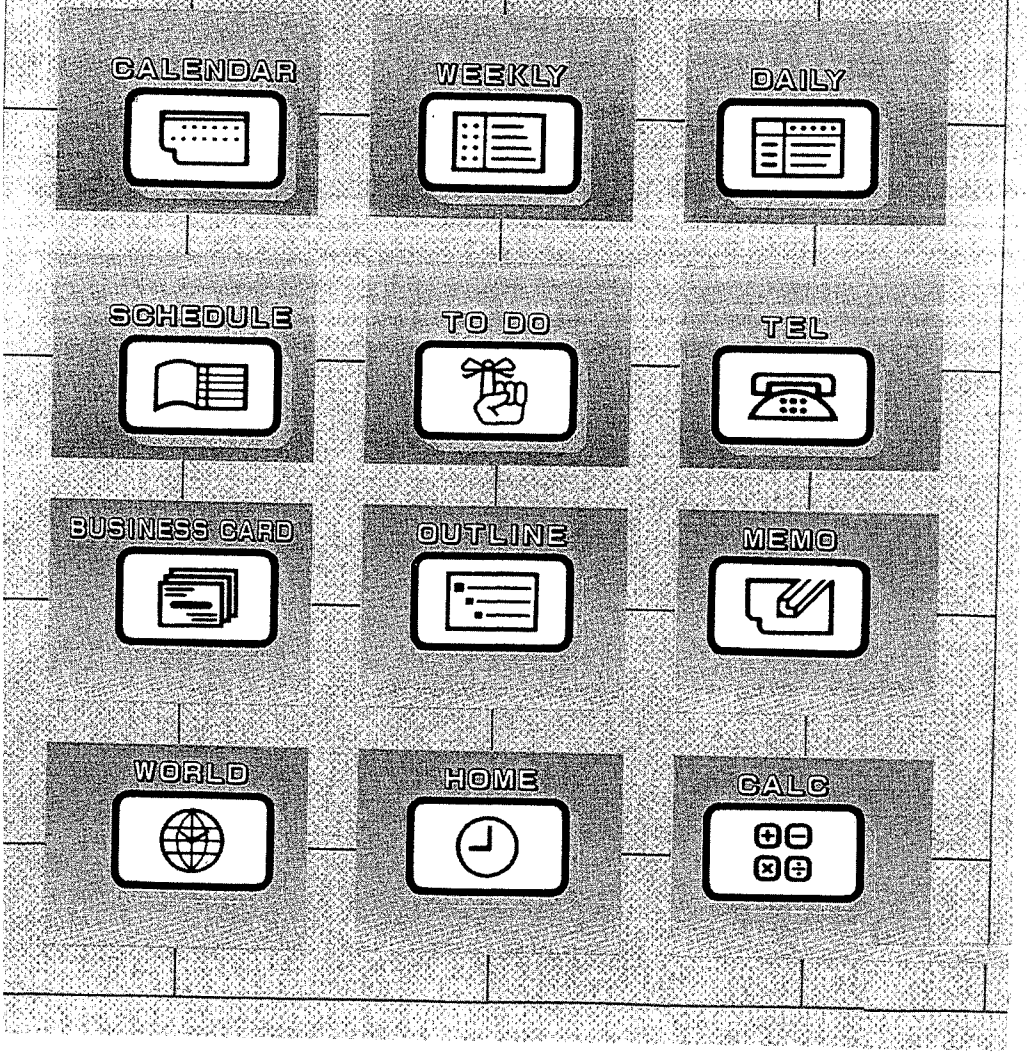
SHARP®

SHAR-01619

ELECTRONIC ORGANIZER

MODEL
ZQ-6100M
ZQ-6300M

OPERATION MANUAL



INTRODUCTION

Congratulations on purchasing the ZQ-6100M/ZQ-6300M Electronic Organizer. On the facing page is a quick index to the main functions of your new Organizer.
Please read this operation manual thoroughly to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. You may also find it useful to keep this operation manual on hand for reference.

- The only difference between the ZQ-6100M and the ZQ-6300M is memory capacity.
- Unless otherwise specified, the text and materials in this manual apply to both models.
- One of the models described in this manual may not be available in some countries.
- Some of the accessories described in this manual may not be available in some countries.

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

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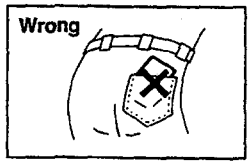
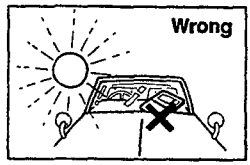
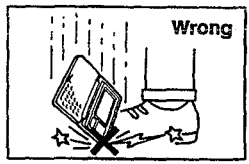
Caring for Your Organizer



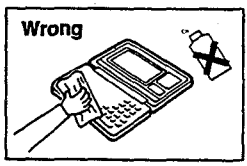
Do not carry the Organizer around in your back pocket, as it may break when you sit down. The display is made of glass and is particularly vulnerable.



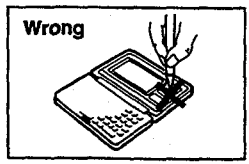
Keep the Organizer away from extreme heat such as on a car dashboard or near a heater, and avoid exposing it to excessively humid or dusty environments.



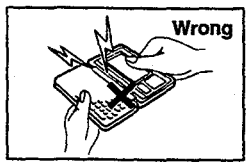
Avoid subjecting the Organizer to severe impacts.



Clean with a soft, dry cloth using no solvents.



Do not use a sharp pointed object or exert too much force when pressing the keys.



Avoid excessive physical stress.

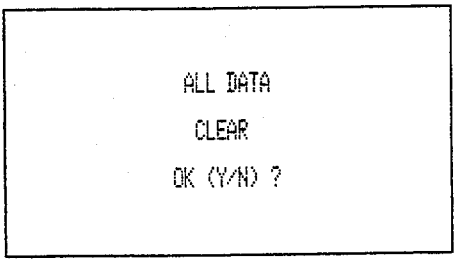
Carrying the Organizer in a bag together with sharp or hard objects can scratch it.

Before Anything Else!

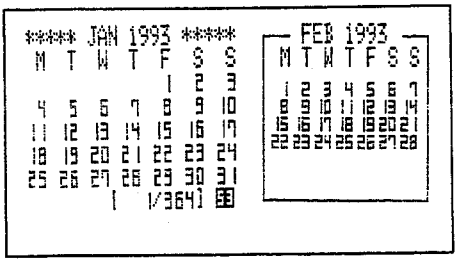
Before you can use the Organizer, it must be initialized.

1. Initializing the Organizer

1. Hold the [ON] key to the right of the display, and press and release the RESET switch on the back with a ball-point pen. Keep [ON] down until the display on the right appears.



2. Press the [Y] key on the keyboard.



The Organizer is now initialized and the monthly calendar displayed.

Notes:

- Press the RESET switch with the tip of a ball-point pen or similar object, not anything breakable like a pencil point or needle.
- When the power is turned on for the first time, and in some other cases, the message "The Organizer is not initialized... CLEAR ALL memory contents." may appear. If this occurs, press [Y] to initialize the Organizer to proceed.

2. Selecting the guidance language

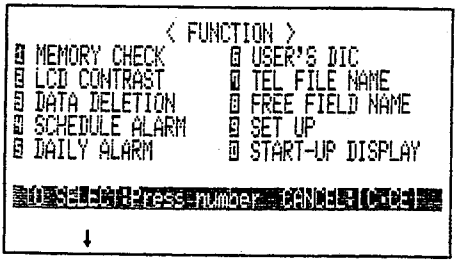
The Organizer can give you guidance in German, English, Spanish, French, Italian, Finnish or Swedish. (For further details, refer to "Guidance language," page 145.)

The default guidance language is English. Skip this section if you wish to use your Organizer in English mode.

For example, select German as the guidance language.

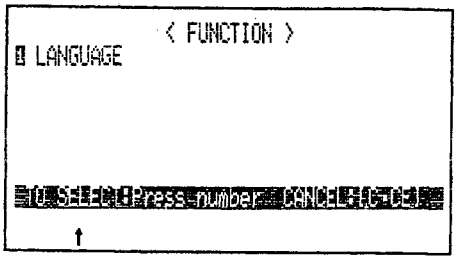
1. Display the Function menu.

   2nd FUNCTION



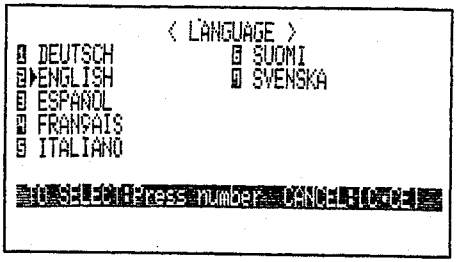
2. Display the second page of the Function menu.

   v



3. Select LANGUAGE.

   1



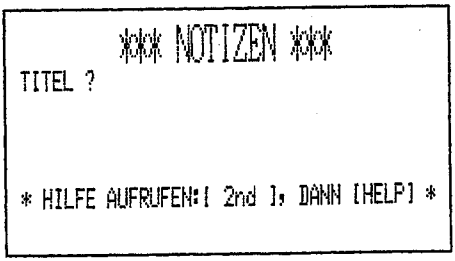
   The ► mark indicates ENGLISH is selected as the guidance language.

4. Select DEUTSCH.

   1

Select the MEMO mode and check to see that the display is in German.

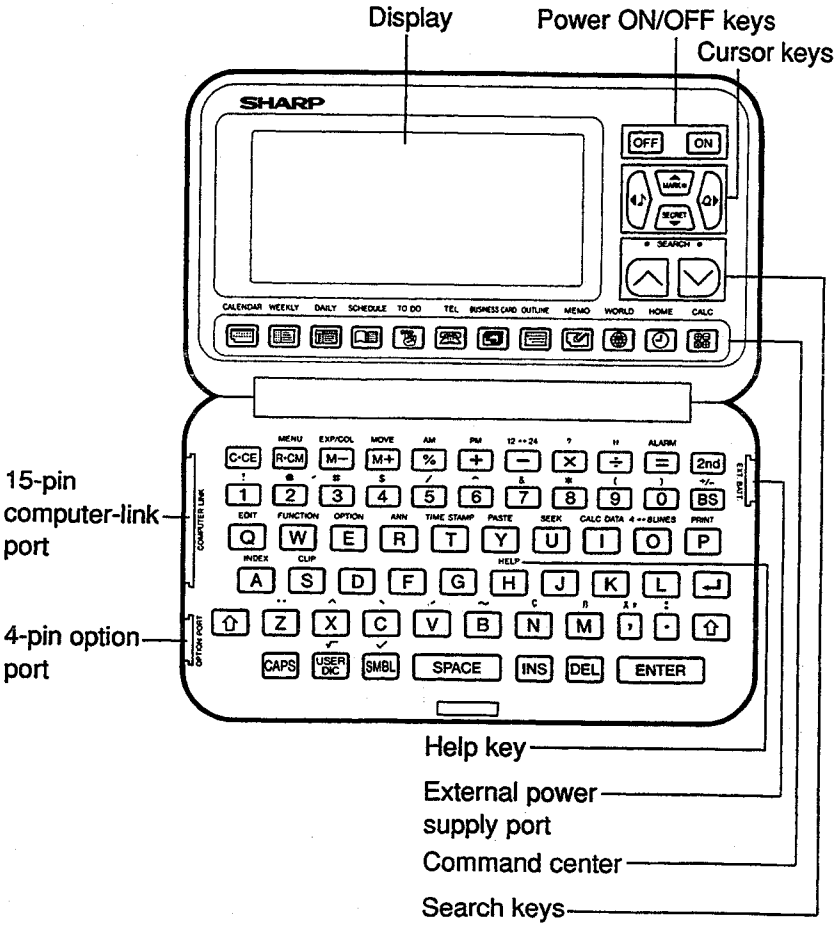
MEMO



3. Setting the time and date

To set the time and date for the HOME clock, refer to "Setting the HOME clock" on page 26.

The Display and Keyboard



CAUTION:

- Do not connect the 15-pin computer link port and the 4-pin option port simultaneously, as this may result in damage.

Display Symbols

The following symbols displayed at the bottom of the display indicate various operating parameters and conditions.

BATT	Operating battery level is low and the batteries require replacement. (See page 184.)
EDIT	The entry on the display may be edited.
2nd	[2nd] has been pressed.
CAPS	Uppercase letters can be typed in directly without [⇧]. (To type in lowercase letters, press [CAPS] to cancel this symbol.)
*	The data appearing on the display is secret data accessible only when the Secret function is off.
[S]	The Secret function is in effect. (Secret data cannot be recalled without the password.)
♪	A beep will sound when a key is pressed. (To disable this function, press [2nd] [♪].)
🔔	Any alarms stored will sound at the set time.
↑↓←→	There is more data which is not on the display. The data can be displayed by pressing [▲], [▼], [◄], or [►].

- In this manual, these symbols will be indicated only when necessary for illustration purposes.

Key Notation Conventions

In this manual, the following notations are used for key operations and functions.

Key	Notation	Convention
OUTLINE	[OUTLINE]	Keys with only one function always appear with the function enclosed in a box.
	[▲] or [2nd] [MARK✱]	Keys with multiple functions appear with only the contextually appropriate function boxed. For example, will sometimes appear as [2nd] [MARK✱] and sometimes as [▲].
AM	[%] or [AM]	
INDEX	A or [2nd] [INDEX]	Alphabetic keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name, as per context.
	L	Alphabetic and numeric keys are notated only with unboxed letters or numbers.
	7	

The [2nd] key

This key is used to activate any of the specific functions indicated in blue on the keyboard. Press [2nd] and then the function key (for example, [ALARM] to set the alarm function). You do not need to hold this key down.

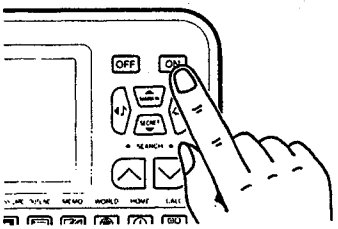
Example: HELP [H] key
To type in letter "H" : H
To use the HELP function: [2nd] [HELP]

The [⇧] key

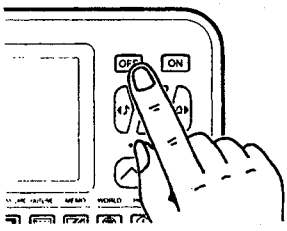
The Organizer has two [⇧] keys. These keys are used to select uppercase or lowercase letters or to access the symbols above keys marked in white, and in combination with the cursor keys when making or editing an entry. This key must be held down while you press the desired key.

Power On and Off

Pressing [ON] turns the power on. Pressing [OFF] turns the power off.



Power On



Power Off

Auto power off

When no key has been pressed for approximately 6 minutes, the Organizer automatically turns off to save the batteries. Press [ON] to turn the power on again.

- If the Organizer turns off during entry input, the entry will be lost.

Contrast Adjustment

Depending on viewing conditions you may wish to adjust the display contrast.

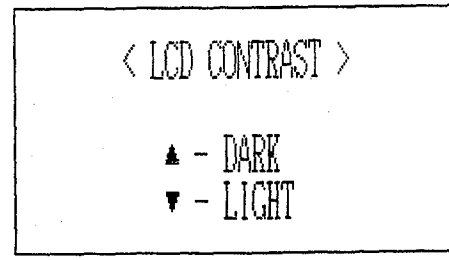
1. Press [2nd] [FUNCTION] to display the Function menu.

[2nd] [FUNCTION]

```
< FUNCTION >
1 MEMORY CHECK      6 USER'S DIC
2 LCD CONTRAST      7 TEL FILE NAME
3 DATA DELETION     8 FREE FIELD NAME
4 SCHEDULE ALARM    9 SET UP
5 DAILY ALARM       0 START-UP DISPLAY
TO SELECT:Press number  CANCEL:[C/CE]
```

2. Select LCD CONTRAST.

2



3. Use [▲] and [▼] to adjust the contrast.
4. Press [C·CE] to exit.

Keyboard Beep

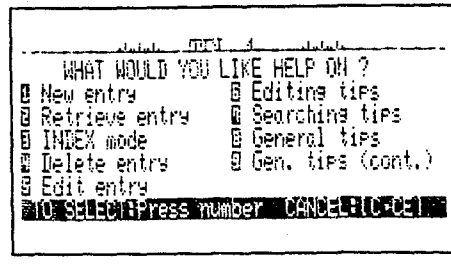
While the symbol ♪ is lit, a beep will sound when a key is pressed. To turn the beep on and off, press [2nd] [♪].

Help

While using any of the major functions, you can call up step-by-step instructions on the display by pressing [2nd] [HELP].

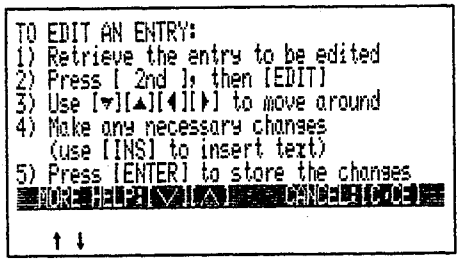
Display the help screen for the TEL mode.

1. Press [TEL] to select the TEL mode.
2. Press [2nd] [HELP] and the TEL mode help screen menu will be displayed.

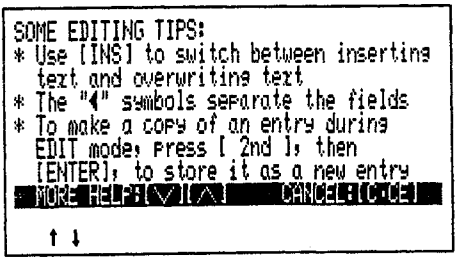


- A different help screen menu will appear depending upon which mode you are in.

3. Enter the number corresponding to the topic on which you need help (for example, 5 in this case) and the help screen for that topic will be displayed.


TO EDIT AN ENTRY:
1) Retrieve the entry to be edited
2) Press [2nd], then [EDIT]
3) Use [▼][▲][◀][▶] to move around
4) Make any necessary changes
(use [INS] to insert text)
5) Press [ENTER] to store the changes
MORE HELP: [V] [^] CANCEL: [C·CE]

- If you want to display a help screen for another topic, press [V] to view the next help screen or [^] to view the previous one.


SOME EDITING TIPS:
* Use [INS] to switch between inserting text and overwriting text
* The "◀" symbols separate the fields
* To make a copy of an entry during EDIT mode, press [2nd], then [ENTER], to store it as a new entry
MORE HELP: [V] [^] CANCEL: [C·CE]

- Press [C·CE] to return to the help screen menu and select another topic.

4. To return to the TEL mode entry screen, press [C·CE] twice.

- Help can be displayed when ✱PRESS [2nd] THEN [HELP] FOR GUIDANCE✱ appears on the screen or while data is being input, retrieved, or edited.

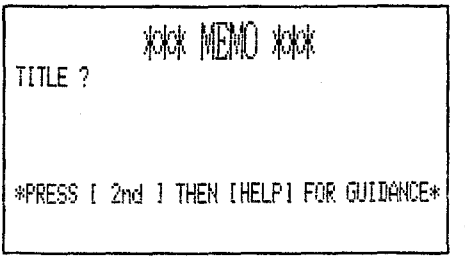
BASIC ENTRY PROCEDURES

You can type in and correct information in 7 modes: SCHEDULE, TEL, MEMO, BUSINESS CARD, OUTLINE, ANN/PERIOD, and TO DO.

Making Entries

To practice typing in characters, select the MEMO mode, and experiment as follows.

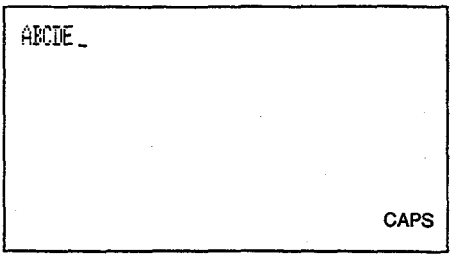
[ON] [MEMO]



Ordinary alphabetic entries

1. With the symbol CAPS displayed (uppercase mode), type in uppercase letters, for example, "ABCDE".

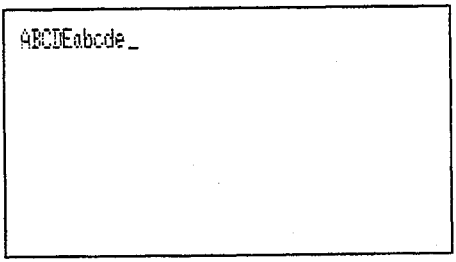
   ABCDE



- Enter lowercase by holding down [⇧].

2. To type in lowercase letters, press [CAPS] to cancel CAPS on the screen.

[CAPS] ABCDE



- Enter uppercase by holding down [⇧].

Accented characters

Accented characters not in the ordinary English alphabet (as in French, German, and Spanish) can be typed in.
Characters with any of the accent marks ¨ ^ ` ´ ~ and the characters Å, ß, and ç may be entered by using [2nd].

1. Type in "Ä" and "ü".

[2nd] [¨]
[⇧] A
[2nd] [¨] U

2. Type in "é", "ô", and "ß" (Beta).

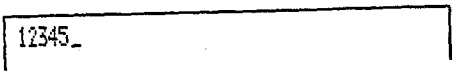
[2nd] [´] E
[2nd] [^] O
[2nd] [ß]

The above accented characters and other characters, including Greek, may also be entered as symbols. See "Special symbols" below.

Numeric entries

Type in "12345".

12345



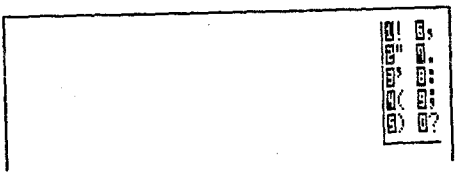
Special symbols

Press [SMBL] to call up the Special symbol menu. There are a total of 17 symbol display screens with 10 symbols per screen. Press [v] and [^] to step through the screens and the number key corresponding to the symbol you want.

Type in "\" (backslash).

1. Activate the Special symbol menu.

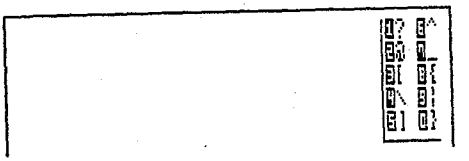
[SMBL]



- The first screen always shows the 10 most recently used symbols.

2. Step through the screens of symbols until "\" appears.

[v] . . . [v]



3. Press [4] corresponding to "\" on the list.

- To exit the Special symbol menu without selecting a symbol, press [C·CE].
- All the symbols marked on the keyboard in white are available either directly or while holding down [⇧].
- The minus key doubles as a hyphen, and [↵] moves the cursor to the next line.

Making Corrections

The cursor keys

The cursor is a position indicator on the display, at which a character is to be entered. Normally, the cursor is a _, but it is a flashing when overwriting a previously entered character or a flashing when inserting a character. The cursor can be moved with the following cursor control keys.

[▶] : Moves the cursor to the right.

[◀] : Moves the cursor to the left.

[▲] : Moves the cursor up to the previous line.

[▼] : Moves the cursor down to the next line.

[⇧] [◀] : Moves the cursor to the beginning of a line.

[⇧] [▶] : Moves the cursor to the end of a line.

[⇧] [▲] : Moves the cursor to the beginning of a field during entry, or of an entry when editing.

[⇧] [▼] : Moves the cursor to the end of a field during entrty, or of an entry when editing.

Misspellings and incorrect inputs can be corrected using the cursor keys as well as [INS] and [DEL] as follows.

Correcting misspellings

You have typed in "NEW YARK" instead of "NEW YORK".

1. First type in the incorrect spelling.

[MEMO] NEW YARK

(Make sure that CAPS is displayed.)

2. Move the cursor to the incorrect letter "A".

[◀] [◀] [◀]

3. Type in the correct letter "O".

O

Inserting missing letters

Type in the missing "O" to correct "NEW YRK" to "NEW YORK".

1. Type in the incorrect spelling.

   [C·CE] NEW YRK

2. Move the cursor over the "R".

   [◄] [◄]

3. Change to insert mode.

   [INS]

   The cursor mark changes from to indicating insert mode.

4. Insert the missing letter.

   O

   Press [INS] again to exit insert mode.

Deleting unwanted letters

Correct "NEW YOARK" to "NEW YORK".

1. Type in the incorrect spelling.

   [C·CE] NEW YOARK

2. Move the cursor to the "A" to be deleted.

   [◄] [◄] [◄]

3. Delete it.

   [DEL]

- Alternatively, you could delete it by pressing [◄] [◄] [BS].

4. Press [ENTER] to store the corrected data.

Deleting a line of text

To delete a line, simply place the cursor anywhere on the line to be deleted. Hold down [⇧] and press [DEL].

Editing or correcting previous entries

To edit or correct mistakes in data which have already been stored:

1. Press [SCHEDULE], [TEL], [MEMO], etc. to select the mode for the correction.
2. Recall the entry to be edited using [v] or [^].
3. Activate the edit mode by pressing [2nd] [EDIT].
4. Now press [►], [◄], [▲], [▼], [INS], [DEL], or [BS] as required and correct the data as explained above.
5. Press [ENTER] to store the corrected data.

- [⇧] [▲] : Moves the cursor to the begining of the entry.
  [⇧] [▼] : Moves the cursor to the end of the entry.

8-Line and 4-Line Displays

For the SCHEDULE, TEL, MEMO, ANN/PERIOD and TO DO modes, the size of the display can be either 8 or 4 lines. The Organizer will remember the size of each entry separately. The 8-line mode displays 40 characters per line to allow more information to be seen at one time, while the 4-line mode displays larger letters at 30 characters per line for easier viewing. Only one size at a time can be used for each entry.

- Use [↵] to break the lines for easier reading.

1. Display the data in the MEMO mode.

   [MEMO] [v]

   NEW YORK

2. Select the 4-line display mode.

   [2nd] [4◄►8 LINES]

   NEW YORK

3. Switch back to the 8-line display mode.

2nd 4◄►8 LINES

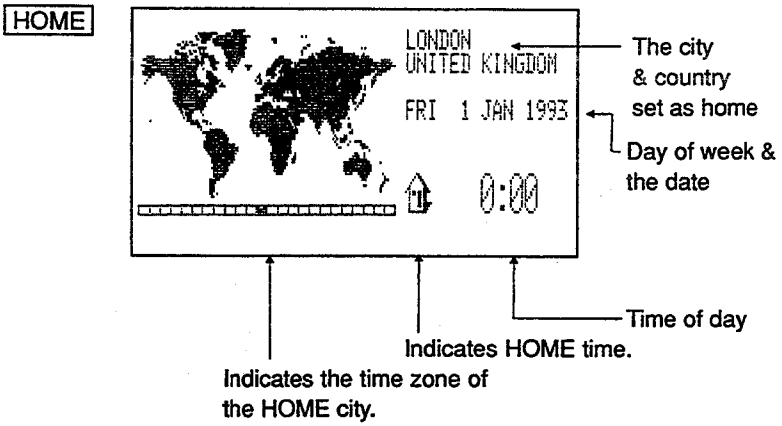
HOME AND WORLD CLOCKS

The Organizer has two built-in clocks: a HOME clock to display the local time of day and a WORLD clock to display the time in any of 212 major cities in the world.

HOME Clock

Displaying HOME time

Press [HOME] and the following display will appear. Hold the key down to retain the display.



The date and time in London are displayed.

- Although the display does not change while you hold down the key, the correct time is maintained internally.

Setting the HOME clock

The HOME clock is the reference time used by the SCHEDULE, TO DO and CALENDAR modes and the WORLD clock. The WORLD time is only correct when the HOME clock is set correctly.

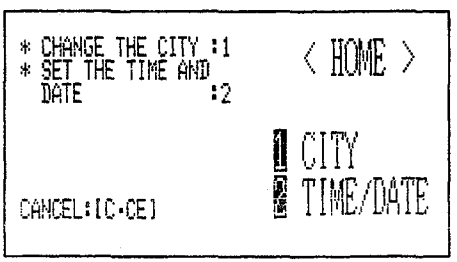
First select the HOME city (usually your city), then set the current time and date.

Selecting the HOME city

Select Boston as the HOME city.

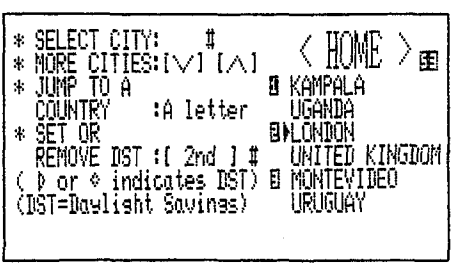
1. Activate the HOME clock setting menu.

   [2nd] [HOME]



2. Select CITY.

   1


* SELECT CITY: #
* MORE CITIES:[∨] [∧]
* JUMP TO A COUNTRY :A letter
* SET OR REMOVE DST :[2nd] #
(þ or ◇ indicates DST)
(DST=Daylight Savings)
〈 HOME 〉
▶LONDON UNITED KINGDOM
MONTEVIDEO URUGUAY

   The ▶ mark beside London indicates it is the currently selected HOME city.

3. World cities are listed alphabetically by the country in which they are located, then by city name. Display the city you want to set as your HOME city by using the search keys, [∨] or [∧]. If the keys are pressed continuously, the city list will scroll forward or backward.

[v] [v]

```
1 BALTIMORE
  USA
2 BIRMINGHAM
  USA
3 BOSTON
  USA
```

Alternatively, press the initial letter of the name of the country. Press [U], for example, to display the cities of USA, and then use [v] until the city you want appears.

4. If DST (Daylight Saving Time) is applied to the HOME city, press [2nd] and the number key corresponding to the city number (3 for Boston in this case). This sets DST for the city.

[2nd] 3

```
1 BALTIMORE
  USA
2 BIRMINGHAM
  USA
3◇BOSTON
  USA
```

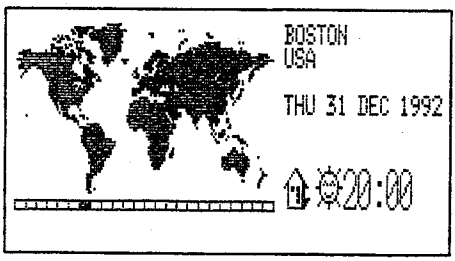
- DST (Daylight Saving Time) is used in many cities around the world. In the summer months these cities move their clocks ahead by 1 hour. Setting DST on the Organizer as above adjusts for this difference.

The symbol ◇ beside a city indicates DST is set.
To cancel DST for the city, press [2nd] and the number of the city again.

- For details on enabling/disabling DST, see page 34.

5. Press the number key corresponding to the city you want to select as the HOME city (3 for Boston in this case).

3



☼ indicates that DST is in effect for the time displayed (Boston).

The following symbols can appear before a city in the city list.

- ▶ : Indicates that the city has been designated as the HOME city, and DST is not set.
- ▷ : Indicates that the city has been designated as the HOME city and DST is set.
- ◇ : Indicates that DST is set.

- Certain countries will be abbreviated on the display as follows:

Federal Republic of Germany	GERMANY, F.R.
Papua New Guinea	PAPUA N.GUINEA
Republic of Trinidad and Tobago	TRINID. & TOB.
United Arab Emirates	U.A. EMIRATES
United States of America	USA

- Country and city names in the world cities list and the time differences of the WORLD clock are as of January 1992.

Setting the HOME time and date

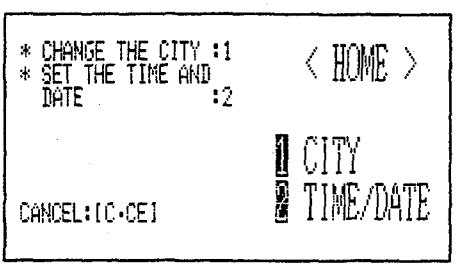
The HOME time can be displayed using either the 24-hour system or 12-hour AM/PM system.

- The city must be set before the time.

Set the time and date to 13:30, 10 August 1993.

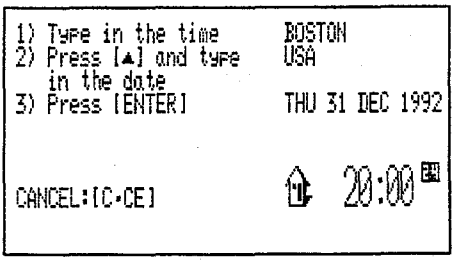
1. Activate the HOME clock setting menu.

[2nd] [HOME]



2. Select TIME/DATE.

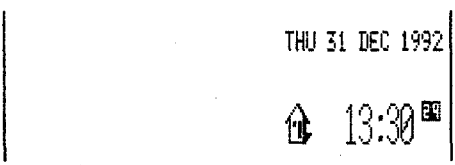
   2



   The date and HOME time in Boston appear on the right of the display with a flashing cursor .

3. Select the time system.
   The HOME time is initially displayed using the 24-hour system as indicated by "24" at the bottom right of the display. To change between this and the 12-hour AM/PM system, press [12◄►24] .
   This example uses 24-hour system.
4. Enter the time.

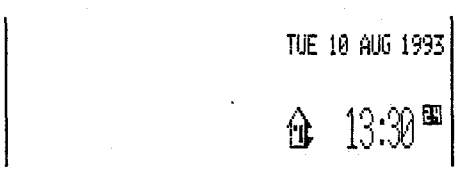
   13 30



   If the entry for the hours or minutes is less than 2 digits, prefix it with a "0". With the 12-hour system, select [AM] or [PM] after entering the time of day.

5. Set the date. Move the cursor up to the day. month. year and enter the date.

   [▲] 10 08 1993



Enter the month and day as 2 digits and the year as 4 digits. For a single-digit month or day, prefix with a "0".

- The Organizer is initially set to express the date in the order of day, month, year. This may be changed to month, day, year. (See "Date/Calendar format" on page 146.)

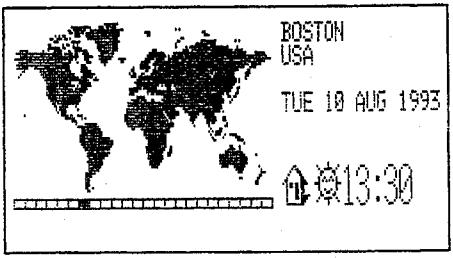
6. Store the time and date.

   [ENTER]

   - On pressing [ENTER], the HOME clock starts from 0 seconds, so you may easily synchronize with a time reference.

7. Check the time and date.

   [HOME]



- In the 12-hour system, 12:00 PM is noon and 12:00 AM is midnight.

Changing the HOME city

When you stay in a certain city for a long period of time on business, etc., you may find it convenient to change the Organizer's HOME city. For example, while in your London office you set an appointment in Paris with an alarm for 10:00. When you fly out to Paris, your Organizer will beep at 10:00 London time. In Paris, it's already 11:00! By changing your HOME city to Paris, the daily and schedule alarms will work correctly. (See "Selecting the HOME city" above.)

- When you change the HOME city, the time will change according to the time difference.

Correcting the HOME time and date

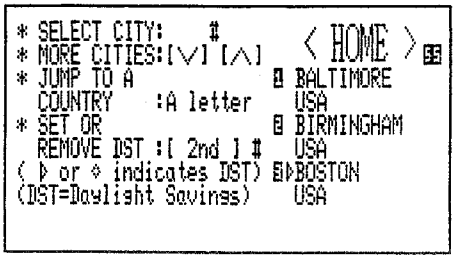
If you wish to correct the current HOME time and date, set it again according to "Setting the HOME time and date" above. Skip step 4 if you do not want to change the time or step 5 if you do not want to change the date.

Canceling DST for the HOME city

When DST ends, you must cancel the DST setting for the HOME city. The time will be automatically move back one hour.

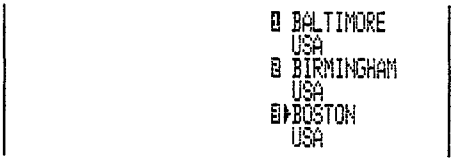
1. Activate the HOME city setting display.

   2nd HOME 1



2. Press 2nd and the number key corresponding to the HOME city.

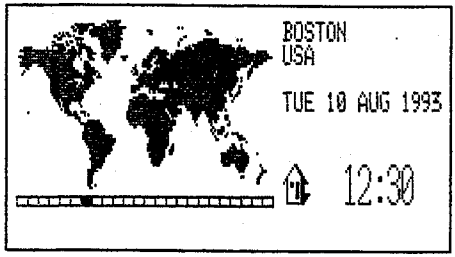
   2nd 3



   The symbol on the left of the city name will change from ▷ to ▶.

3. Press the number key corresponding to the HOME city again.

   3

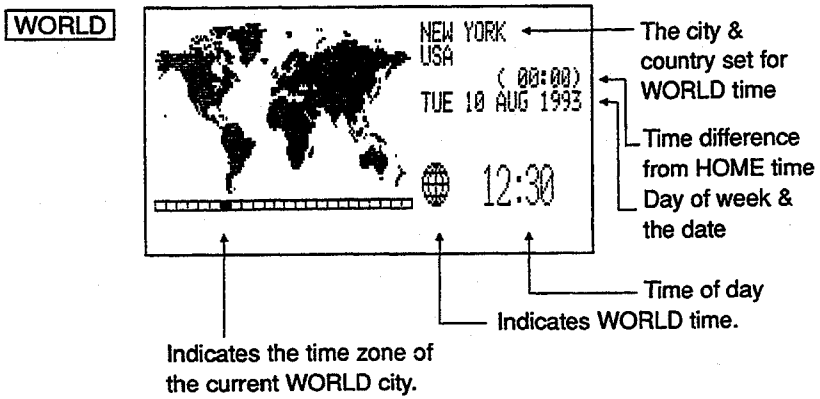


- To specify DST again, repeat the above procedure.

WORLD Clock

Displaying WORLD time

Press [WORLD] and the following display will appear. Hold the key down to retain the display.



The date and time in New York are displayed.

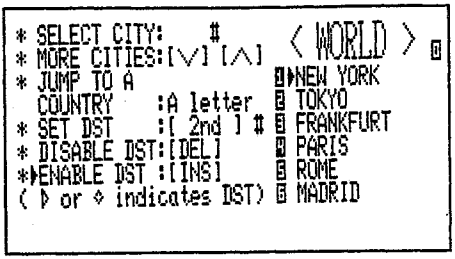
- Although the display does not change while you hold down the key, the correct time is maintained internally.

The WORLD clock automatically calculates the time difference between your HOME city and any of 212 world cities.

Let's find out the time in Sydney, Australia.

1. Call up the WORLD city menu.

[2nd] [WORLD]

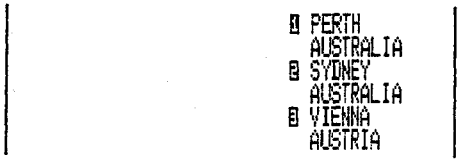


The WORLD cities are listed on 72 pages of 3 cities each. The first page, however, is the favorite city list and contains the last 6 cities you have checked the time for. Every time you check the time in a city, it moves to the top of the list.

- If the city you seek is in the favorite city list, select the number which corresponds to it.

2. Display the page containing the city sought (in this example, Sydney).

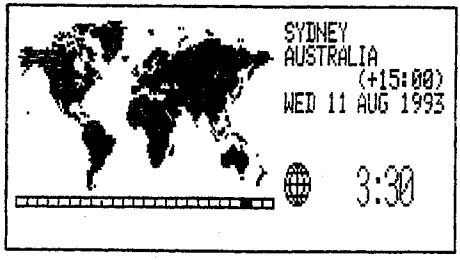
   A [v] .. [v]



   Press [v] until SYDNEY appears.

3. Press the number key corresponding to SYDNEY.

   2



The time and date for the selected city will be displayed while you hold the number key down, returning to the favorite city list after you release it.

4. Press [C·CE] to return to the previous mode.

- Simply press [WORLD] to check the time in the last selected WORLD city.
- When looking up the time in a city, be sure to check when DST is in effect. Specify or cancel DST for any of the cities in the same manner as for the HOME city.
- The following symbols can appear in the city list.

  ▶ : Indicates that a city has been designated as the current WORLD city and DST is not set.

  ▷ : Indicates that a city has been designated as the current WORLD city and DST is set.

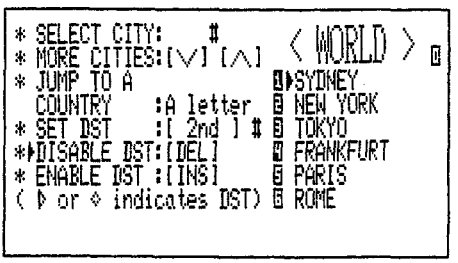
  ◇ : Indicates that DST is set.

Enabling and Disabling DST

The DST settings for the HOME and WORLD cities can be disabled or enabled as a whole. This is particularly useful if most of the cities you commonly deal with changeover between DST and ordinary time simultaneously.

Disable DST for all cities.

2nd WORLD DEL

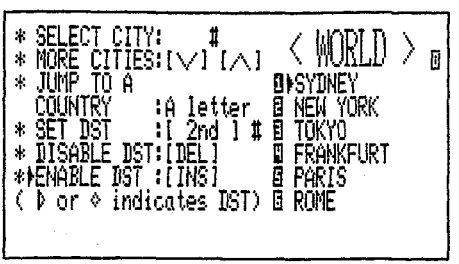


▶ is displayed beside DISABLE DST.

- Check the time of the city for which DST is set. ☼ indicating the DST is in effect is not displayed any more.

Enable DST for all cities with DST set.

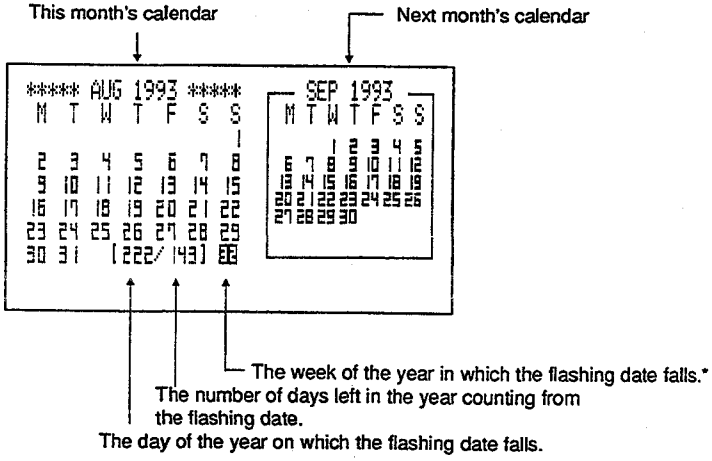
2nd WORLD INS



▶ is displayed beside ENABLE DST.

THE CALENDAR

The CALENDAR mode displays any monthly calendar during the 199-year period from January 1901 to December 2099.
Press [CALENDAR], and the following display will appear.


This month's calendar
Next month's calendar
***** AUG 1993 *****
M T W T F S S
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 [222/143]
SEP 1993
M T W T F S S
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30
The week of the year in which the flashing date falls.*
The number of days left in the year counting from the flashing date.
The day of the year on which the flashing date falls.

* The Organizer recognizes each Monday-to-Sunday interval as one week. If January 1st falls between Monday and Thursday, it is in the first week of the year. If it falls between Friday and Sunday, it is in the final week of the previous year.

- If a date other than today has been specified in SCHEDULE mode, the calendar of that month will be displayed with the blinking cursor on the specified day of the month.
- Press [2nd] [CALENDAR] to display today.

Selecting the Monthly Calendar

There are three methods of recalling dates and monthly calendars.

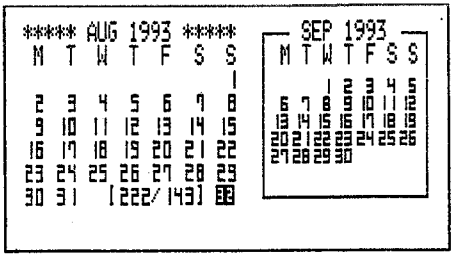
- Sequential.
  Use [∨] or [∧] to step down or up through the months.
- Specify absolute.
  Press [C·CE], specify the date you want, and press [CALENDAR].
- Specify relative.
  Press [+] or [−], type in the number of days to jump forward or back, and press [CALENDAR].

Stepping through the months

Once the CALENDAR mode has been selected, the month can be changed by pressing the search keys [∨] or [∧].

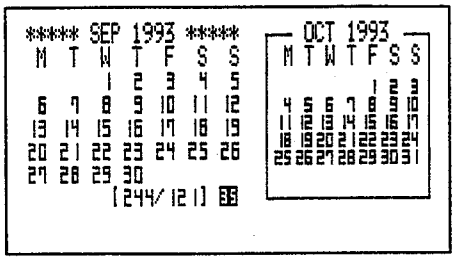
1. Select the CALENDAR mode.

   [CALENDAR]



2. Display the calendar for the next month.

   [∨]



- If you hold down [∨] or [∧], the Organizer will step through the months continuously until you release the key.

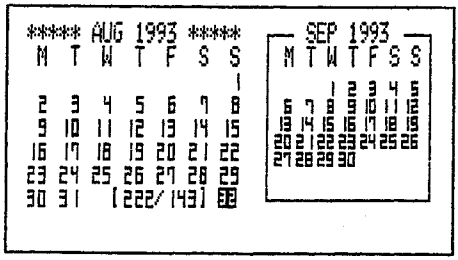
Specifying an absolute date

If you press [C·CE], you can directly enter day, month and year you want to see.

Display February 1994.

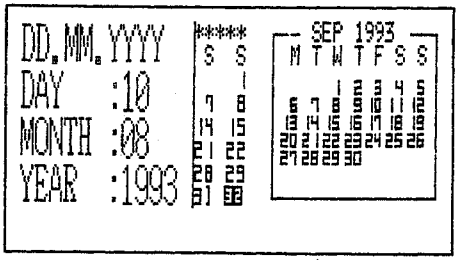
1. Select the CALENDAR mode.

[CALENDAR]



2. Press [C·CE] to display the date entry prompt.

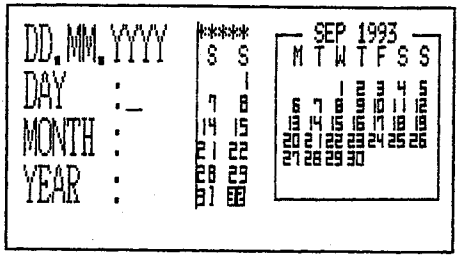
[C·CE]



The previously specified date appears with the blinking cursor on the first digit of the day.

3. Press [C·CE] again to clear date.

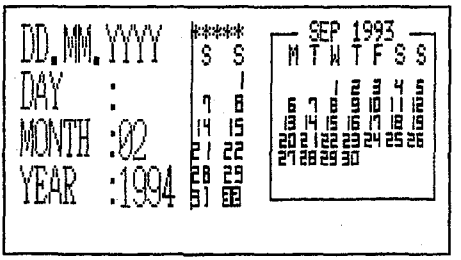
[C·CE]



- If you want to change part of the displayed date, skip this step and move the cursor with [▼], [▲], [►], or [◄] before pressing the number keys.

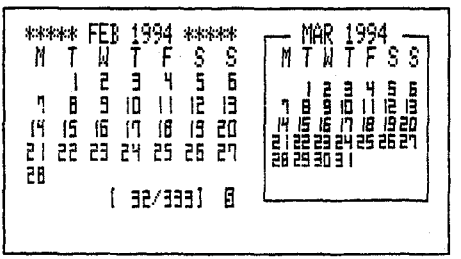
4. Skip the day and enter the month and year.

[▼] 02 1994



5. Recall the desired calendar.

[CALENDAR]



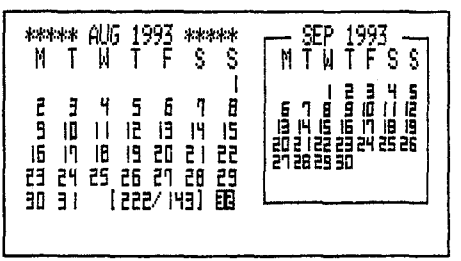
Specifying a relative date

Use [+] or [−] *to jump up to 9999 days forward or back.*

What is the date 90 days from 18 August 1993, and when is 5 weeks before this date?

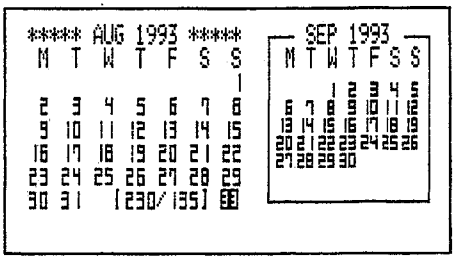
1. Select the CALENDAR mode.

[CALENDAR]



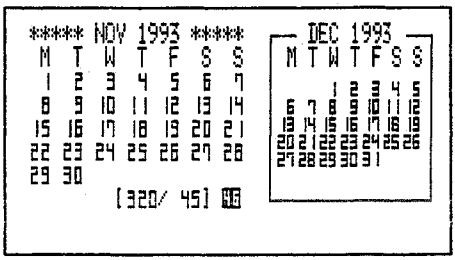
2. Move the blinking cursor to 18 August 1993.

▼ ►



3. Jump to the 90th day from 18 August 1993.

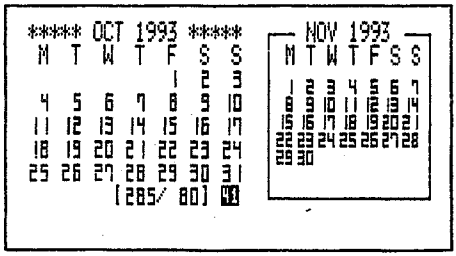
+ 90 CALENDAR



It is 16 November 1993.

4. What is the date 5 weeks or 35 days before 16 November 1993?

− 35 CALENDAR

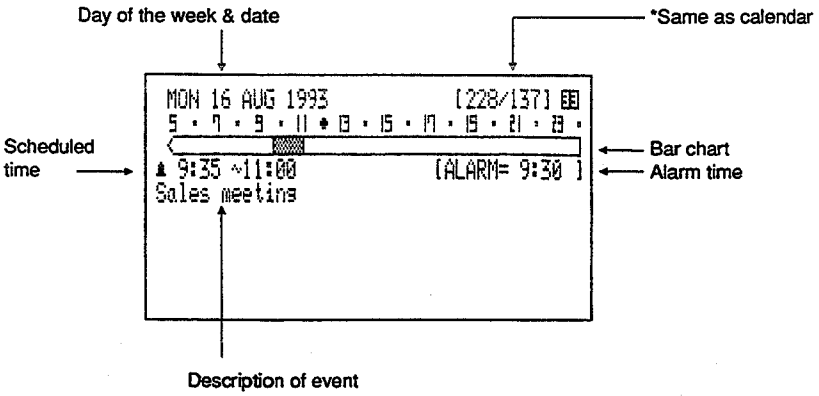


It is 12 October 1993.

YOUR SCHEDULE

The SCHEDULE mode allows you to store appointments, meetings, or any piece of information that has a date associated with it. In addition to the date, each entry can have a starting time, and ending time, an alarm time, and a description. The audible alarm can be set to go off any time before the appointment, even if the Organizer is turned off. The start, end, and alarm time can be skipped while making an entry. Schedule entries are indicated by a spot in the CALENDAR mode and can be seen in a daily view and a weekly view.

The SCHEDULE mode looks like this:



* Indicates on which day of the year the current date falls, how many days are left in the year counting from the current date, and in which week of the year the current date falls.

Making a New Schedule Entry

Entering a new schedule entry is done in 2 steps, or 3 if you are setting an alarm.

- Select the date for the entry.
- Make the entry.
- Set the alarm.

- Even if the desired date has an entry displayed, just go ahead and type in the new entry. The Organizer will assume you are making a new entry on the same day.

Selecting the date

There are 3 ways to select the day for the new entry in the SCHEDULE mode.

- Go directly to today using [2nd] [SCHEDULE].
- Step up or down a day at a time using [∧] or [∨].
- Enter the date directly using [C·CE] [C·CE], enter the date, and press [SCHEDULE].

Alternatively, select the day in CALENDAR and switch to the SCHEDULE mode.

- If you switch between any of the weekly display, daily display, SCHEDULE or CALENDAR modes, the day will remain the one active in the previous mode.

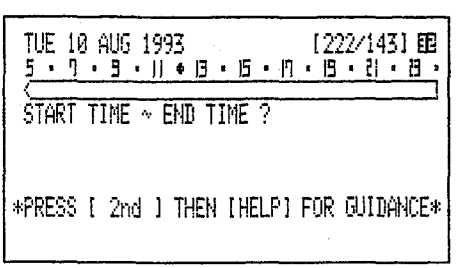
Making an entry

An entry consists of the scheduled time and a description. The whole scheduled time or just the finishing time may be omitted.

There is a staff meeting to discuss monthly sales on 16 August 1993 from 9:35 to 11:00.

1. Select the SCHEDULE mode.

[SCHEDULE]

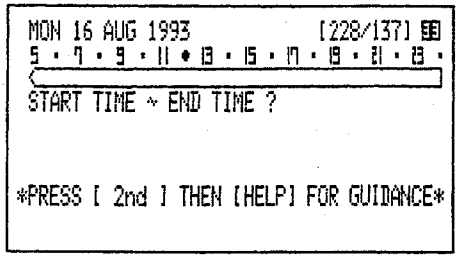


The initial entry display appears.

2. Press [C·CE] to display the date entry prompt, enter the date (day, month, and year) and press [SCHEDULE].

   [C·CE] 16081993

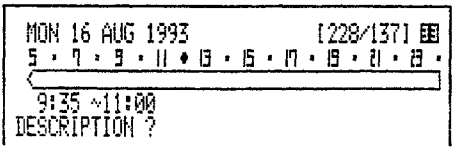
   [SCHEDULE]



   Or edit the date partially using [►], [◄], [▲], and [▼] and number keys.

3. Enter the starting and ending times of the meeting.

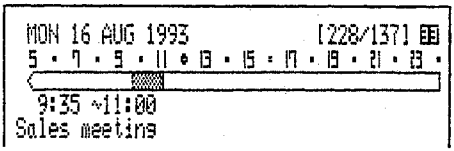
   0935 [►] 1100 [ENTER]



   - Enter a "0" before or press [:] after a single digit hour.
   - If you use the 12-hour AM/PM system, press [AM] or [PM] after the time entry.
   - To skip the ending time, just press [ENTER].
   - If you begin an entry with a letter or symbol instead of a number, the Organizer will go directly to the description.

4. Type in the description of the event and press [ENTER].

   Sales meeting [ENTER]



The scheduled time is indicated on the bar chart by ▒. If you omitted the ending time, ▒ is displayed for 30 minutes from the starting time and the separator " | " indicating the ending time will not appear. If two or more scheduled times overlap, the overlapped portion of the time is indicated by ■.

Retrieving Schedule Entries

SCHEDULE entries are stored in order of date, and those on the same day are sorted according to the following priority.

- Entries with no starting time.
- Chronological order of starting time.
- Chronological order of ending time.

Any ANN or PERIOD entry falling on the same day takes precedence and appears on the SCHEDULE display before the SCHEDULE entries.

The bargraph indicates all scheduled appointments on the given day and can be scrolled left and right using [◄] and [►].

SCHEDULE entries are recalled in 3 main ways.

- By date (in the same manner as for making entries).
- By search.
  - Sequential search – step through entries using [2nd] [v] and [2nd] [^].
  - Direct search – look for an entry by giving its title and pressing [v] or [^].
  - Keyword search – look for entries by giving a keyword and pressing [2nd] [v] or [2nd] [^].
- By index.

You can always return to the first entry for the day by pressing [SCHEDULE].

Retrieving by date

Selecting today's date

Press [2nd] [SCHEDULE] to display today's schedule. The next appointment for today will be displayed, or the last if no further appointments exist. If there is nothing scheduled for today, the initial entry display for today will appear.

Jumping to a particular date

Press [C·CE] and type in the date you want. Press [SCHEDULE] and the first entry for that day will be displayed.

Jumping to a particular date from the CALENDAR mode

A spot next to a date on the CALENDAR indicates something is scheduled on that day. Morning appointments are marked toward the top of the date, and afternoon/evening appointments are marked toward the bottom. Entries with no scheduled time are marked with a morning spot.

To view the details of the appointment, move the flashing cursor over the date and press [SCHEDULE].

Sequential search

To view all schedule entries in chronological order, simply press [2nd] [v] to search forwards or [2nd] [^] to search backwards, skipping over all days with no entry. If there are no more entries, NOT FOUND! is displayed.

To start searching from the beginning or end of all entries, press [C·CE] [C·CE] first.

Direct search

You can search directly for an entry by typing in the first word or group of letters of its description and pressing either search key. The Organizer will display the first entry that starts with the word or letters. If no such entry exists, the message NOT FOUND! will be displayed briefly. [v] searches forward and [^] searches backwards.

- Upper- and lowercase letters, and other letters of the same group (e.g. E and ë) are treated as the same.

Keyword search

You can search schedule entries selectively by using a keyword. Simply type in a word or group of characters that appear anywhere in the entry, using letters, numbers or symbols. Next, press [2nd] [v] to search forward or [2nd] [^] to search backward. The Organizer will then display the first entry containing the keyword.

If no such entry exists, the message NOT FOUND! will be displayed briefly. To continue searching, press [2nd] followed by the search key again.

- Upper- and lowercase letters, and other letters of the same group are treated as the same.

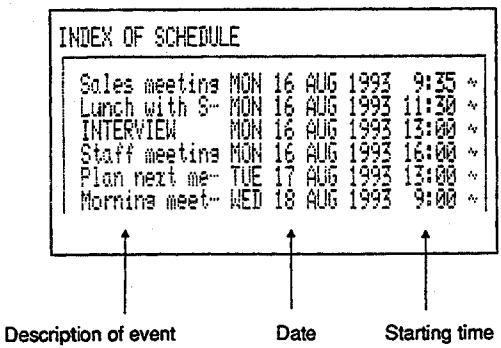
Viewing Your Schedule

So far you have only viewed entries one at a time. To gain a clearer perspective, they may also be viewed collectively in an index or on a daily or weekly basis.

Index

An index of your scheduled entries is available, sorted in chronological order.

1. Press [SCHEDULE].
2. Press [2nd] [INDEX].
   Up to 6 entries are displayed at a time.


INDEX OF SCHEDULE
Sales meeting MON 16 AUG 1993 9:35
Lunch with S... MON 16 AUG 1993 11:30
INTERVIEW MON 16 AUG 1993 13:00
Staff meeting MON 16 AUG 1993 16:00
Plan next me... TUE 17 AUG 1993 13:00
Morning meet... WED 18 AUG 1993 9:00
Description of event
Date
Starting time

The first 13 characters of the first line of each entry are displayed with "..." indicating the whole line is not displayed.

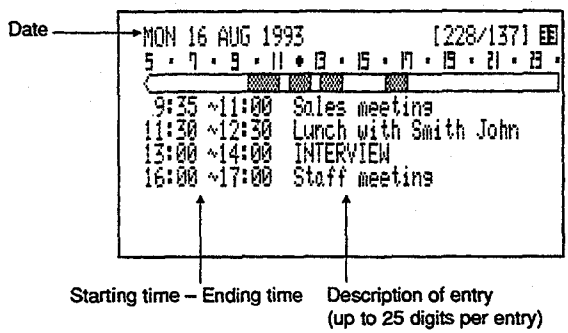
The entry being displayed when [2nd] [INDEX] is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the day will be at the top of the list. If no entry exists on the day, the next or last entry will be at the top.

Press [▼] or [▲] to move the pointer down or up, or [v] or [^] to step to the next or previous page of 6 entries. Press [ENTER] to retrieve details of the entry indicated by the pointer.

Daily display

The daily display gives you an overview of all SCHEDULE entries for the day as well as ANN, PERIOD and TO DO entries.

1. Select a day for the daily display.
2. Press [DAILY].

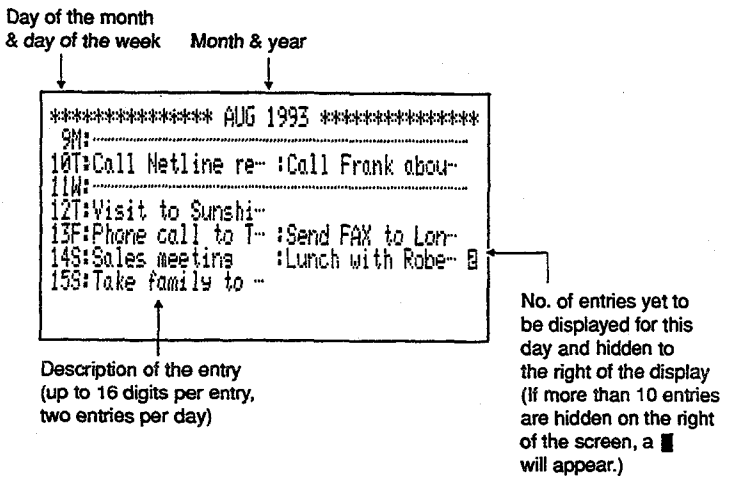

Date
MON 16 AUG 1993 [228/137]
5 • 7 • 9 • 11 • 13 • 15 • 17 • 19 • 21 • 23 •
9:35 ~11:00 Sales meeting
11:30 ~12:30 Lunch with Smith John
13:00 ~14:00 INTERVIEW
16:00 ~17:00 Staff meeting
Starting time – Ending time
Description of entry
(up to 25 digits per entry)

The pointer blinks beside the current entry.
Press [▼] or [▲] to move the pointer down or up to see entries not fitting on the screen. Press [v] or [^] to view the entries of the following or previous day.
Press [ENTER] to retrieve the details of the entry indicated by the pointer.

Weekly display

The weekly display gives you an overview of your schedule for the week including all SCHEDULE, ANN, PERIOD and TO DO entries.

1. Select a day within a week for the weekly display.
2. Press [WEEKLY].


Day of the month
& day of the week
Month & year
********** AUG 1993 **********
9M:
10T:Call Netline re~ :Call Frank abou~
11W:
12T:Visit to Sunshi~
13F:Phone call to T~ :Send FAX to Lor~
14S:Sales meeting :Lunch with Robe~ 2
15S:Take family to ~
Description of the entry
(up to 16 digits per entry,
two entries per day)
No. of entries yet to
be displayed for this
day and hidden to
the right of the display
(If more than 10 entries
are hidden on the right
of the screen, a ▮
will appear.)

The screen displays one week from Monday to Sunday, with the pointer indicating the specified day.
[▲] and [▼] move the pointer up or down.
Pressing [►] or [◄] when there are two or more entries for the same day moves the pointer to the next entry right or left. The arrows → and ← at the bottom of the screen indicate the day selected with the pointer has hidden entries on the right or left of the screen, respectively.
Press [∨] or [∧] to view the entries of the following or previous week.
Press [ENTER] to see the details of the entry indicated by the pointer.

Editing

Stored entries may be easily edited for revision or correction.

1. Select the SCHEDULE mode and display the entry you want to edit.
2. Press [2nd] [EDIT] to activate the edit mode. A blinking cursor will appear at the beginning of the entry.
3. Edit the data as usual. (See "Making Corrections" on page 20.)
   If you want to change the date, move the cursor to the date with [▲] and enter the new date.
4. Press [ENTER] to store the edited data.

- To save the revised entry without changing the original, press [2nd] [ENTER] instead of just [ENTER] to save the data . This is convenient, for example, for making several entries with the same description on different dates.

Deleting

To avoid wasting the Organizer's large but finite memory, it is a good idea to periodically delete unnecessary entries. This can be done in 3 ways.

- Deleting one entry at a time.
- Deleting entries for an entire month, week, or day.
- Deleting all the entries stored in the SCHEDULE mode.

Deleting one entry at a time

1. Recall the entry you want to delete on the display or move the pointer to the entry in the index.
2. Press [DEL] . The warning DELETE? Y/N will appear.
3. Press [Y] to go ahead and delete.
   Pressing any other key will leave the entry unchanged.

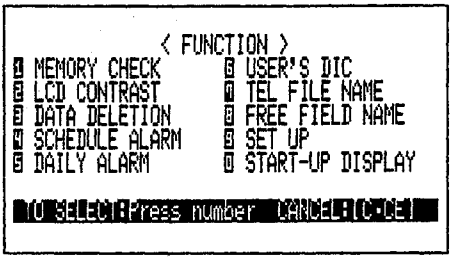
Deleting entries for an entire month, week, or day

1. To delete all entries for an entire month, press [CALENDAR] and display the month you want to clear.
   To delete all entries scheduled during a particular week, press [WEEKLY] and display it.
   To delete all entries scheduled during a day, press [DAILY] and select the day to clear.

2. Press [DEL] and a warning will appear.
3. Press [Y] and CONFIRM DELETIONS: [ENTER] will appear.
4. Press [ENTER] to delete the block of entries.
   Press any other key to leave the entries intact.

Deleting all SCHEDULE entries

1. Press [2nd] [FUNCTION] to display the Function menu.



2. Select DATA DELETION.
3. Select SCHEDULE.
4. Select SCHEDULE. The warning DELETE ? Y/N will appear.
5. Press [Y] to delete all scheduled entries.
   Press any other key to leave entries intact.

- All entries can only be deleted at once when the Secret function is off.

Schedule Alarms

The Organizer has 2 types of alarms, schedule alarms and daily alarms (to be explained later). The schedule alarm can be set to sound at or before the scheduled starting time of the entry to give you time to prepare for an appointment or meeting. The entry which causes the alarm is displayed so you know what it is for.

- The alarm will sound and the appointment will be displayed even if the Organizer is off.

An alarm may be set for any entry and the alarm sound can be turned off by simply pressing [C·CE].

Setting schedule alarms

A schedule alarm can be set during the input, recalling, or editing of an entry by pressing [2nd] [ALARM]. The symbol 🔔 appears to the left of the starting time for the entry on the display, indicating an alarm has been set.

Press [2nd] [ALARM] while 🔔 is displayed to cancel an alarm.

Set an alarm at 9:50 for a meeting scheduled on 25 August 1993 from 10:00 to 11:00 while making the entry.

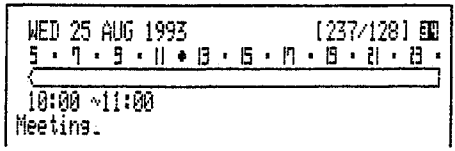
1. Type in the date, times, and description.

   [SCHEDULE] [C·CE]

   25081993 [SCHEDULE]

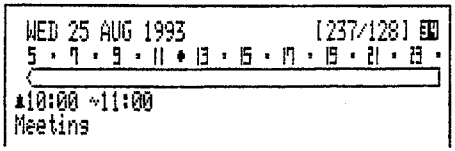
   1000 [▶] 1100

   [ENTER] Meeting



2. Set the alarm.

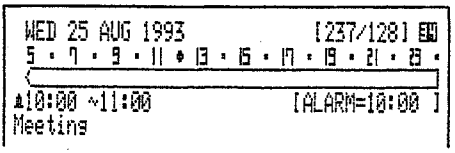
   [2nd] [ALARM]



   🔔 appears before the scheduled starting time.

3. Press [ENTER].

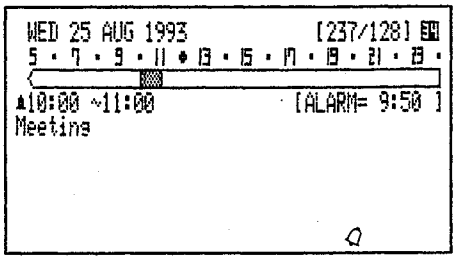
   [ENTER]



   The alarm time will appear on the right side of the display immediately below the bar chart. The default alarm time is the same as the starting time.

4. Change the alarm time if you wish and press [ENTER] to store the entry.

   0950 [ENTER]



   If you wish to use the default alarm time, press [ENTER] only.

   - The entry is not stored in memory until you press [ENTER] this time.

   The symbol 🔔 will appear at the bottom of the screen, indicating that the alarm will sound at the set alarm time.

🔔 appears or disappears each time [2nd] [🔔] is pressed.
After the alarm has sounded, 🔔 will disappear and the entry will remain in memory without the alarm indicator.

- An alarm time cannot be entered which has already elapsed.
- If the time set for the alarm is passed without sounding because you have moved across a time zone or you have turned off 🔔, 🔔 can remain in front of the entry.

To set the schedule alarm for an entry already stored in memory, simply recall the entry and press [2nd] [ALARM]. The alarm time will be set to the starting time. You need to edit the entry if you wish to set a different alarm time.

Changing the alarm time

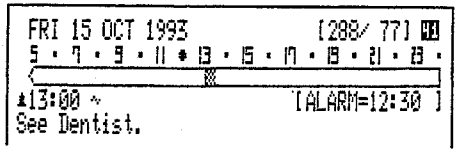
To change the alarm time already set for an entry, press [2nd] [EDIT].

Change the alarm time set for the following entry to sound 15 minutes earlier.

Date	Start & end times	Description	Alarm time
15 Oct, 1993	13:00 –	See Dentist.	12:30

1. Enter the date and time of the entry and then enter and set the alarm time.

   [SCHEDULE] [C·CE]
   15101993 [SCHEDULE]
   1300 [ENTER]
   See Dentist. [2nd]
   [ALARM] [ENTER]
   1230 [ENTER]



2. With the entry to change on the display, activate the edit mode.

   [2nd] [EDIT]

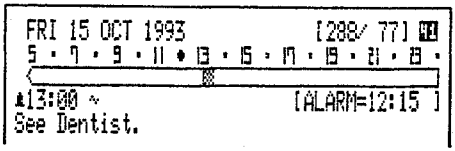
   The cursor blinks at the starting time.

3. Move the cursor to the alarm time.

   [ENTER]

4. Enter and set the new alarm time.

   1215 [ENTER]

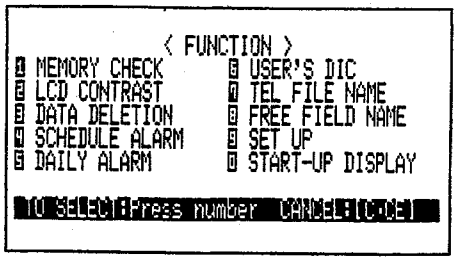


Displaying the schedule alarm times

A list of all schedule alarm times, including the date and starting time of each entry for which an alarm time has been set can be viewed via the Function menu.

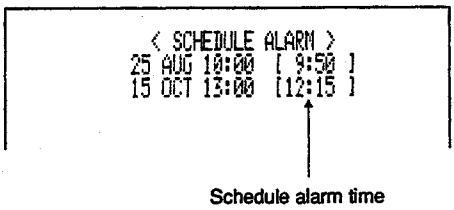
1. Display the Function menu.

   [2nd] [FUNCTION]



2. Select SCHEDULE ALARM.

4



They are listed in chronological order of date and starting time. If the schedule alarm list is longer than the display, use [▼] and [▲] to see the rest.

THINGS TO DO

The TO DO mode of your Organizer is a very convenient and efficient way to keep track of the things you have to do. Each entry can contain:

- a description of the item itself,
- the date it is to be done,
- a priority level, and
- up to 5 categorizing fields.

Of these, only the description must be specified — all the others are optional according to the case.

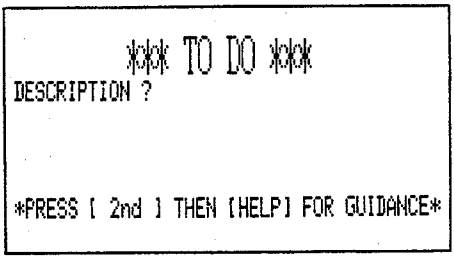
You can easily recall a list of all the things you have to do in order of date or priority, and even "filter" the list according to category, retrieving only those relevant to your current task. The entries are also visible in the weekly and daily displays for an immediate appraisal of what is to be, or can be, taken care of today, as well as appearing on the monthly calendar as a spot (▌) by the due date. Once done, a TO DO entry can be easily checked off, automatically dropping it to the bottom of the priority list.

Making an Entry

You want to call Frank about a sales meeting today, but it is not the most important thing on your agenda.

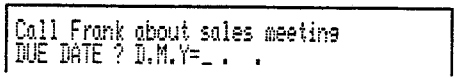
1. Select the TO DO mode.

TO DO



2. Enter a description of the activity.

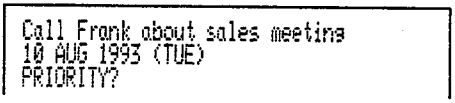
   Call Frank about sales meeting [ENTER]



   - Maximum length is 2048 characters.

3. Enter the due date of the activity.

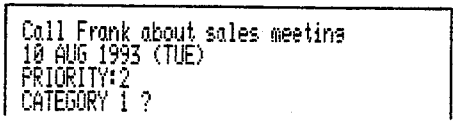
   10081993 [ENTER]



   - If the date falls in this year skip the year entry.
   - You can skip the date by simply pressing [ENTER] to make a "floating" entry. A floating entry will always appear in the monthly, weekly and daily views for today.
   - The Time/Date stamp function can also be used to enter today's date.

4. Enter the priority.

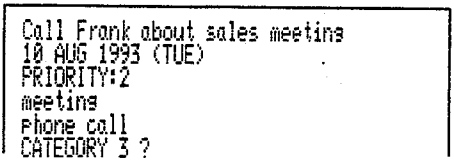
   2 [ENTER]



   - The priority can be set to any of the digits 0–9 or letters A–Z or just left blank by pressing [ENTER]. Lowercase cannot be entered.

5. Enter the category(s).

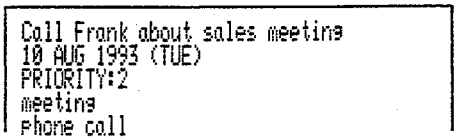
   meeting [ENTER]
   phone call [ENTER]



   - Choose category definitions which will let you easily retrieve entries when you need them.
   - Up to 5 categories can be specified, each of up to 12 characters.

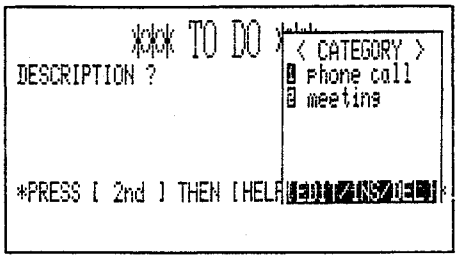
6. Store the entry by pressing [ENTER] again after you have entered the categories you want.

[ENTER]



The category menu

To save time when making entries and to ensure category names match, the Organizer automatically maintains a category menu. Press [MENU] to see what it contains.



Press [C·CE] to cancel the menu.

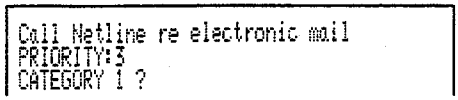
You want to call Netline sometime to find out about their electronic mailing service.

1. Enter what you want to do, skip the date to create a floating entry, and assign a priority of 3.

   Call Netline re electronic mail [ENTER]

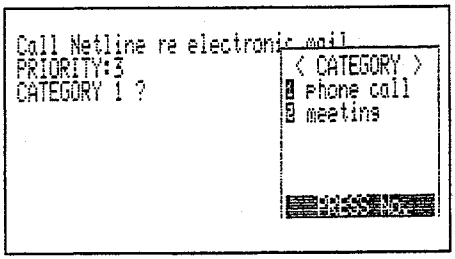
   [ENTER]

   3 [ENTER]



2. Call up the menu.

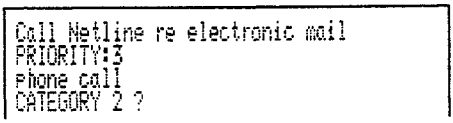
MENU



- Press C·CE to cancel the menu.

3. Select "phone call" and enter.

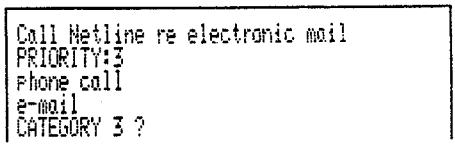
1 ENTER



- A category can be used only once in a given entry.

4. Define another category for convenience.

e-mail ENTER

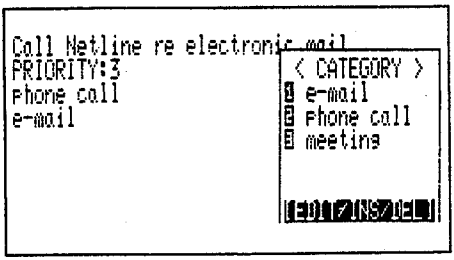


5. And store the entry.

ENTER

Now take another look at the menu.

MENU



The category "e-mail" has been added. The category menu may define up to 32 different categories at one time. They may be added automatically as above, or manually as described later. Use [∧] and [∨] to step up and down through the pages of categories.

Add one more entry before going on to help illustrate the following examples.

You have to pick up some theater tickets on 5 August 1993.

Pick up theater tickets [ENTER]
0508 [ENTER]
[ENTER]
personal [ENTER]
[ENTER]

```
Pick up theater tickets
 5 AUG 1993 (THU)
PRIORITY:
personal
```

Retrieving a TO DO Entry

TO DO entries can be retrieved in 5 different ways.

- Sequential search.
- Direct search.
- Keyword search.
- Via the daily or weekly display.
- By index.

- A TO DO entry is also marked by a spot (▌) beside the due date on the monthly calendar (to the right of any spot indicating a SCHEDULE entry), as well as beside today if the entry is overdue or has no due date.

Sequential search

All entries are stored in order of date, with floating entries (those with no date) stored first. Entries falling on the same day are further sorted according to priority in the order 0–9, A–Z, blank then finally, checked (√). Use [∧] and [∨] to step sequentially through the entries one by one. The message NOT FOUND! indicates you have reached the beginning or end of the entries.

Direct search

The direct search lets you recall the entry beginning with a specified word or part thereof. Just enter the word and press [∧] or [∨] to search up or down for the entry.

- Upper- and lowercase letters, and other letters of the same group (e.g. E and ë) are treated as the same.
- If there is no matching entry, NOT FOUND! is displayed.

Keyword search

The keyword search will return each and every entry containing the specified keyword in any of the fields, including the priority field. As for the direct search, enter the keyword, but then press [2nd] followed by [∧] or [∨]. Repeated pressing of [2nd] [∧] or [2nd] [∨] will retrieve each subsequent entry containing the keyword until the end of the list is reached.

- If there are no more, NOT FOUND! is displayed, and you return to the initial entry display.
- Upper- and lowercase letters, and other letters of the same group are treated as the same.

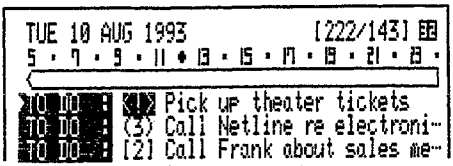
Via daily or weekly display

If you switch to the weekly or daily display by pressing [WEEKLY] or [DAILY], you will find the TO DO entries listed (following any SCHEDULE, ANN or PERIOD entries) in the following order:

1) overdue entries (marked with < ! >),
2) floating entries (priority indicated in parentheses in daily display),
3) other entries (priority indicated in square brackets in daily display),

If you select one of the entries now, you can recall its details simply by pressing [ENTER]. Take a look at your schedule for today.

[2nd] [DAILY]



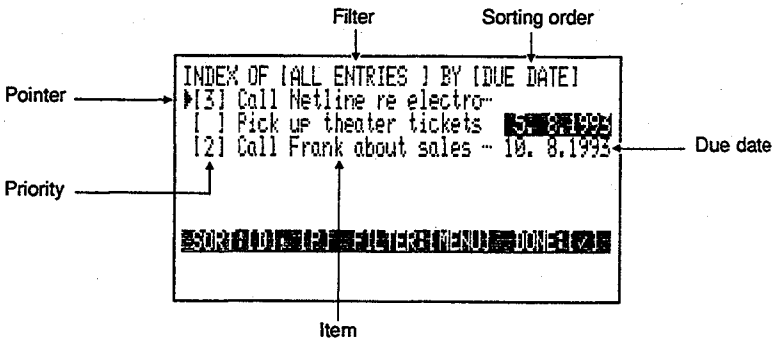
There is the reminder to call Netline. Use the cursor keys to select it and press [ENTER].

- Overdue entries appear in both the due date's and today's displays.
- In the same manner, if you press [DAILY] or [WEEKLY] while looking at a TO DO entry, the Organizer will display your daily or weekly schedule with that entry selected. (If it is an overdue entry, the display for today will appear.)

Index

The index is a very powerful tool for selectively viewing your TO DO entries. Press [2nd] [INDEX] in the TO DO mode.

[TO DO]
[2nd] [INDEX]

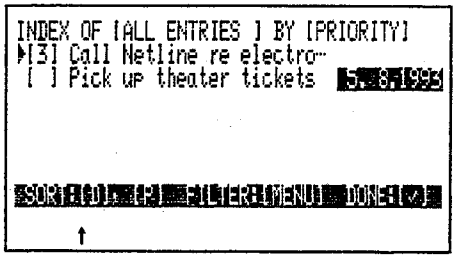


Initially the TO DO entries are sorted by due date with floating entries floating to the top, and those with a due date in the past, either done or overdue, have their dates marked in reverse. The listing starts from the entry displayed when you press [2nd] [INDEX] , or from the beginning if you were at the initial entry display. Note that the Netline entry is currently selected.

- Press [P] to sort by priority and [D] to sort by date.

Change the sorting order to sort by priority.

P

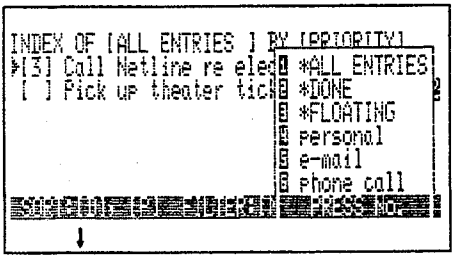


The index is now sorted by order of priority with the current entry moved to the top of the list.

- Order of priority is from [0]-[9], [A]-[Z], [ ] then [√].

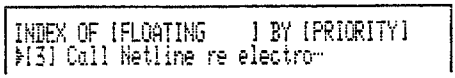
Use [^] and [v] to step through pages of entries and [▲] and [▼] to select different entries.

The filter is set to ALL ENTRIES by default which, of course, displays all entries. Press [MENU] to see the other filters.



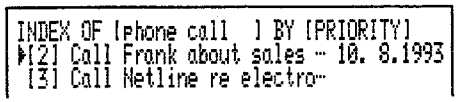
- DONE displays only those entries checked with a √ indicating they have been done. (We have none of these yet. If you select it, you will get an empty list.)
- FLOATING displays only those entries with no due date.

3



The other filters in the menu are the categories you have defined (if any). Use [^] and [v] to step through the pages. Now try recalling all of the phone calls you have to make.

[MENU] 6



Note they are still listed by priority. The filter and sorting order operate independently. If you want more details on a particular entry, select it using [▲] and [▼], and press [ENTER].

Checking Off Completed Items

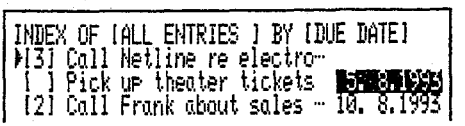
Once a matter has been taken care of, it is time to mark it as done. This can be done in either the index of TO DO entries, or in the daily display.

You have picked up the theater tickets.

1. Go to the TO DO index.

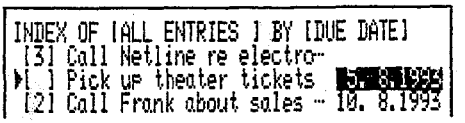
[TO DO]

[2nd] [INDEX]



2. Move the pointer to indicate the theater ticket entry.

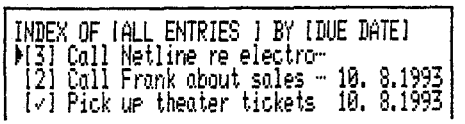
[▼]



3. Mark it as done.

[√]

([√] is the same as [SMBL].)


INDEX OF [ALL ENTRIES] BY [DUE DATE]
▶[3] Call Netline re electro-
[2] Call Frank about sales - 10. 8.1993
[√] Pick up theater tickets 10. 8.1993

- When an entry is marked done, its date is set to the current date, the priority changes to √, and the entries are resorted and listed from the top.
- Use the same procedure to mark an entry as done in the daily display.

Editing Entries

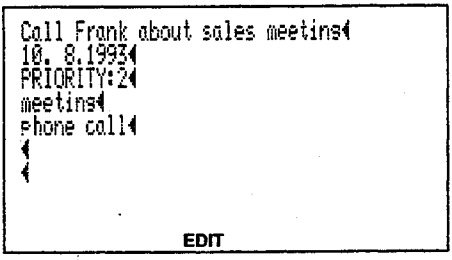
Recall the details of the entry you wish to change, and press [2nd] [EDIT]. The item, date and priority may all be edited in the usual manner, and the categories can be chosen or deleted. Categories can also be edited here via the category menu. See the following section, "Editing the Category Menu", for details.

You have decided to contact Frank by e-mail instead of calling him.

1. Retrieve the entry and press [2nd] [EDIT] to activate edit mode.

TO DO ▽ ▽

2nd EDIT

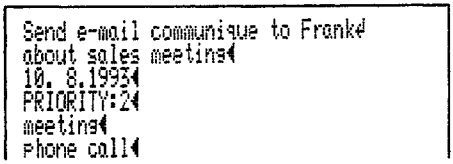


2. Change the item.

   Send e-mail communique to Frank ↵ about sales meeting

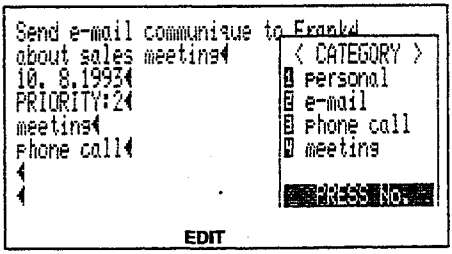
3. Move down to category 2, "phone call".

▼ ▼ ▼ ▼



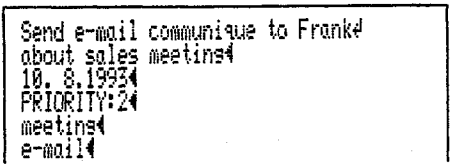
4. Call up the category menu....

MENU



5. And select "e-mail".

   2



- To delete the category definition from the entry, move the cursor to it and press DEL or C·CE .

6. Press ENTER to store the revised entry.

- Press 2nd ENTER to store the revised entry without erasing the original.

Editing the Category Menu

When entering, editing or displaying an individual entry or at the initial entry display, the category menu can be called up with [MENU], so that new categories can be inserted and existing categories deleted or edited.

- The arrows at the bottom indicating data running off the display refer to the category menu.

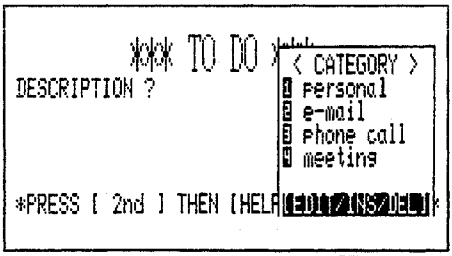
Adding a category

Simply press [INS] and select the number of the category to insert in front of. All the entries from that point are shifted one line down so that you can add your new category. A maximum of 32 categories can be defined.

Add the category "new products".

1. Call up the category menu.

   [TO DO]
   [MENU]



   - If the page you want to insert into is not displayed, use [v] or [^] to display it.

2. Press [INS] and select the insertion point (in this case, before "phone call").

   [INS] 3

   - To add a category after the last one when the last page is full, press [6] to turn to a new page.

3. Enter the new category.

   new products

4. Press [ENTER] to store it.

- It is not possible to create duplicate categories. (Upper- and lowercase letters are distinguished.)

Editing a category

To edit a category, simply call up the category menu, press [2nd] [EDIT], and select the category. Any existing category can be edited, however, if it is being referenced by a TO DO entry, you will be warned and all the references to the category will change to follow suit.

Try changing "meeting" to "discussion".

1. Call up the category menu.

   [TO DO]
   [MENU]

   - If the category you want to edit is not displayed, use [v] or [^] to display it.

2. Activate edit mode.

   [2nd] [EDIT]

3. Select "meeting".

   5

   After the warning NAME BEING REFERENCED! you are asked if you want to go ahead and edit it anyway.

- There will be no confirmation if the category is not referenced by any entries.

4. Go ahead and change it.

   Y
   discussion ENTER

- Press C-CE to cancel the menu.
- Duplicate categories are not permitted. (Upper- and lowercase letters are distinguished.)

Deleting a category

A category can only be deleted if it is not being referenced by any entries. If all references to it have already been deleted, display the category to be deleted in the category menu, press DEL , enter its number, and press Y to confirm the deletion.

Deleting Entries

TO DO entries can be deleted in 3 ways.

- Individual entries.
  - Directly.
  - Via index.
- Checked entries.
- All entries.

Deleting individual entries

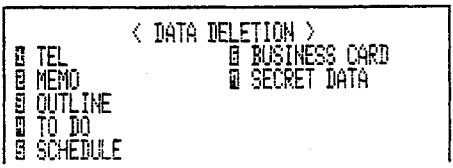
Entries may be deleted one at a time either directly or through the index. Retrieve the whole entry, or select the entry in the index. Press DEL and then Y for confirmation (or N to leave the entry intact).

Deleting checked entries

All checked (Done) entries can be collectively deleted through the Function menu.

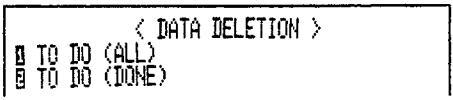
1. Select DATA DELETION from the Function menu.

   2nd FUNCTION 3



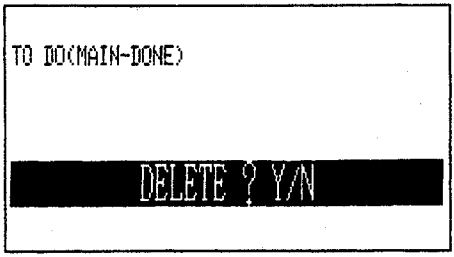
2. Select TO DO.

   4



3. Select TO DO (DONE).

   2



4. Press Y to go ahead and delete all the checked entries.

- Checked entries can all be deleted only when the Secret function is off.

Deleting all entries

Follow the same steps as above for deleting checked entries, but select TO DO (ALL) in step 3.
The Secret function must be off to perform this deletion.

ANNIVERSARIES AND PERIODS

The Anniversary feature allows you to conveniently record annual events such as birthdays and anniversaries. Once entered, they will appear first after PERIOD entries on your schedule and daily and weekly displays and be clearly marked on the calendar in reverse every year.

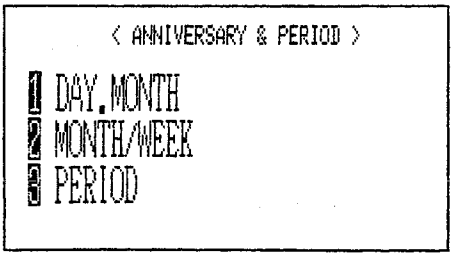
The Period feature enables you to record items of an extended nature such as business trips, trade shows or holidays. These too appear in your schedule, taking priority over all other entries, and are marked on the calendar in reverse.

- The following functions are not available:
  cursor movement with [⇧] [▲], [⇧] [▼], [⇧] [►], or [⇧] [◄] and line deletion with [⇧] [DEL].

Making an Anniversary Entry

Display the Anniversary/Period menu.

[2nd] [ANN]
(Over [R])

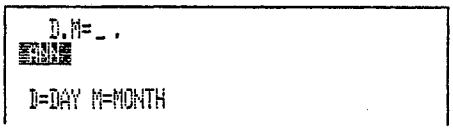


The first option, DAY.MONTH, is used for dates such as birthdays or holidays which always occur on the same date. The second option, MONTH/WEEK, is used for events such as holidays which occur on a certain day of a certain week in a month.

Store your friend Nancy's birthday, 12 February.

1. Select DAY.MONTH.

   1

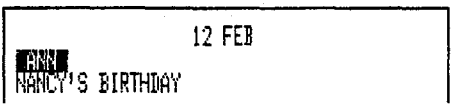


2. Type in 12 February and then a description of the occasion.

1202 [ENTER]

NANCY'S BIRTHDAY

[ENTER]

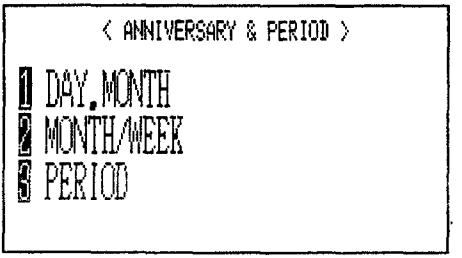


- To begin another entry, press [C·CE] or just begin entering the date.

Mother's Day is the second Sunday of May.

1. Return to the Anniversary/Period menu.

[C·CE] [C·CE]



2. Select MONTH/WEEK.

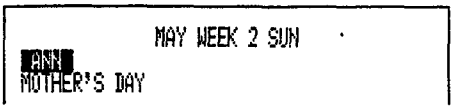
2

3. Enter the month, week number and day of the week as indicated, then type in a description of the event.

0520 [ENTER]

MOTHER'S DAY

[ENTER]



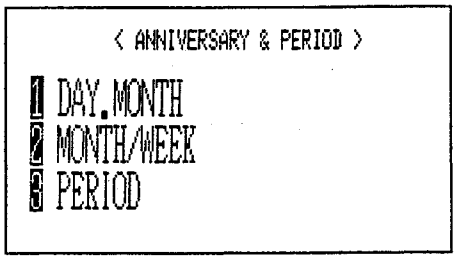
- To begin another entry, press [C·CE] or just begin entering the month/week/day.

Making a Period Entry

Jack Baker, your boss, is to make a tour of inspection of your premises from 14 August to 19 September.

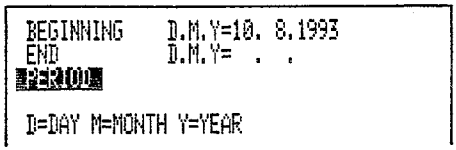
1. Display the Anniversary/Period menu.

   2nd ANN



2. Select PERIOD.

   3



   The BEGINNING of the period is set to today by default.

3. Enter the date the event begins, 14 August.

   14081993 ENTER

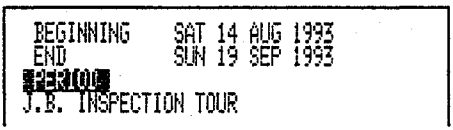
   You can skip the year entry if the date falls in this year, or just press ENTER if you wish to use the default date.

4. Enter the date when the event ends, 19 September.

   19091993 ENTER

5. Type in a description of the event.

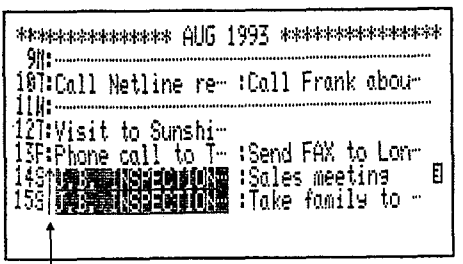
   J.B. INSPECTION TOUR ENTER



- To begin another entry, press [C-CE] or just start typing the date.

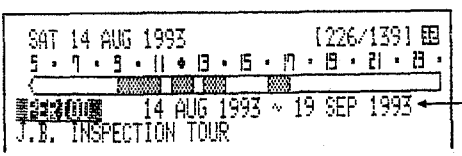
Take a look at the CALENDAR and SCHEDULE modes to see how these entries are displayed. Notice they take priority over all other entries and are clearly marked in reverse. PERIOD entries appear and are marked for all days during their period in these modes.

[WEEKLY]


********** AUG 1993 **********
9M:
10T:Call Netline re~ :Call Frank abou~
11W:
12T:Visit to Sunshi~
13F:Phone call to T~ :Send FAX to Lon~
14S:J.B. INSPECTION :Sales meeting
15S:J.B. INSPECTION :Take family to ~

Indicates the range of the period.
(Not displayed for anniversary events.)

[SCHEDULE]



The period

Indicates a PERIOD event.

Retrieving Anniversary and Period Entries

ANN and PERIOD entries are sorted in order of date. Select the mode used to record the event at the Anniversary/Period menu and use [v] and [^].

Editing Anniversary and Period Entries

To edit an ANN or PERIOD entry, retrieve it, press [2nd] [EDIT] and edit as usual. Press [ENTER] again to store the entry.
To store a revised entry without erasing the old one, press [2nd] [ENTER] instead of just [ENTER] to store the entry.

- ANN and PERIOD entries cannot be edited in any schedule display.

Deleting Anniversary and Period Entries

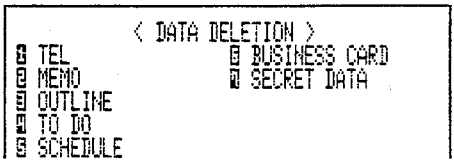
ANN and PERIOD entries can be deleted individually, or as a block. To delete an individual entry, recall it and press [DEL]. Press [Y] if you want to go ahead, any other key to leave the entry intact.

- ANN and PERIOD entries cannot be deleted in any schedule display.

To delete all DAY.MONTH, MONTH/WEEK or PERIOD entries as a block:

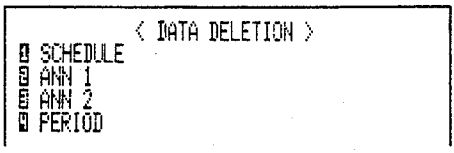
1. Select DATA DELETION from the Function menu.

   [2nd] [FUNCTION] 3



2. Select SCHEDULE.

   5



3. Select ANN 1 (DAY.MONTH anniversaries), ANN 2 (MONTH/WEEK anniversaries), or PERIOD.

4. Press [Y] to continue, or any other key to leave all data intact.

- Deleting all DAY.MONTH, MONTH/WEEK or PERIOD entries cannot be done if the Secret function is ON.

THE TELEPHONE DIRECTORY

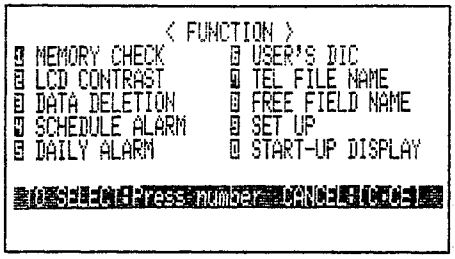
The Organizer features 3 separate telephone directories each of which can be used to store names, telephone numbers, and addresses, plus up to 5 additional fields of your choice. In this way, business-related listings can be kept separate from private listings, for example. Press [TEL] repeatedly to step through the 3 directories.

Designating the Directory Names

The file names for the different directories are preset to TEL 1, TEL 2 and TEL 3, but may easily be changed to something more meaningful such as Personal, Business and Others.

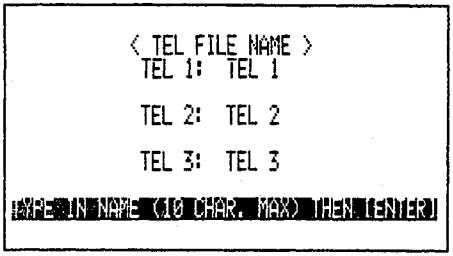
1. Display the Function menu.

[2nd] [FUNCTION]



2. Select TEL FILE NAME.

7



3. Type in the directory names (up to 10 characters each).

[C·CE] Personal [ENTER]

[C·CE] Business [ENTER]

[C·CE] Others [ENTER]

- Press [C·CE] twice to exit when you finish renaming.

Using the Free Fields

In addition to the 3 standard fields, name, number, and address, you can define up to 5 other fields for data input in each directory. The Organizer will only prompt you during entry for the fields that you define.

Define a field of TEL 1 by naming it "OCCUPATION".

1. Select FREE FIELD NAME from the Function menu.

[2nd] [FUNCTION] 8

```
< FREE FIELD NAME >

1 TEL 1 FREE FIELD NAME
2 TEL 2 FREE FIELD NAME
3 TEL 3 FREE FIELD NAME
4 BUSINESS CARD FREE FIELD NAME

↑↓:SELECT 1-4:Press number  CANCEL:[C·CE]
```

2. Select TEL 1 FREE FIELD NAME.

1

```
< TEL 1 FREE FIELD NAME >
FREE FIELD 1:FREE FIELD 1
FREE FIELD 2:FREE FIELD 2
FREE FIELD 3:FREE FIELD 3
FREE FIELD 4:FREE FIELD 4
FREE FIELD 5:FREE FIELD 5

TYPE IN NAME (12 CHAR. MAX) THEN [ENTER]
```

- The free fields may be set independently for all 3 directories.

3. Type in the field name (up to 12 characters).

   C·CE OCCUPATION
   ENTER

4. Press C·CE twice when you have finished entering fields.

- To re-initialize a free field, move the cursor to the field, press C·CE, then ENTER.

Making Telephone Listings

Storing a listing in a telephone directory is very straightforward. After selecting the directory, simply answer each prompt, pressing ENTER after each one.

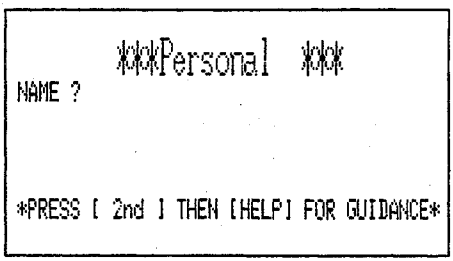
Enter the following 2 examples into the Personal directory TEL 1. Also use the free field named OCCUPATION if you have set it.

JOHN SMITH
301-255-6993
FAX 301-255-6996
1025 5TH AVE,
NEW YORK, NY 10236

MIKE DAVIS
404-456-7890
1478 OAK ST,
LAWRENCEVILLE, GA 30245

1. Select the Personal directory.

   TEL



2. Type in the name of the first person.

   SMITH JOHN ENTER

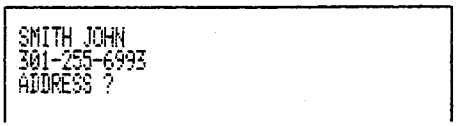
- Because listings are stored alphabetically by the whole name, you may wish to store the last name first.

3. Enter his telephone number and fax number.

   301-255-6993 [↵]

   FAX 301-255-6996

   [ENTER]

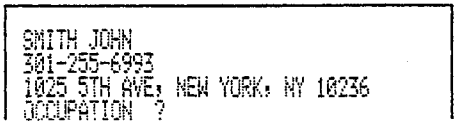


   More than one telephone number may be entered, with identifying labels such as FAX, TLX, and HOME. Press [↵] to break them onto separate lines.

   - To ignore this or any other prompts, simply press [ENTER].

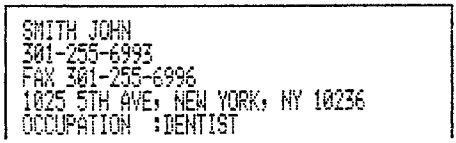
4. Type in the address.

   1025 5TH AVE,
   NEW YORK, NY
   10236 [ENTER]



5. Type in the occupation.

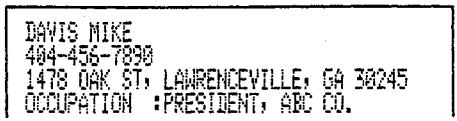
   DENTIST [ENTER]



   The Organizer will continue to prompt you for every free field that has been set. Be sure to press [ENTER] until STORED! is displayed.

6. Enter the other listing in the same manner as above.

   DAVIS MIKE [ENTER]
   404-456-7890 [ENTER]
   1478 OAK ST,
   LAWRENCEVILLE,
   GA 30245 [ENTER]
   PRESIDENT, ABC CO.
   [ENTER]



- To store a listing in any of the other directories, press [TEL] until the directory you want comes up.

Retrieving a Listing

The listings of each directory are stored in alphabetical order by name. The Organizer looks at the name as a whole, so, for example, Davis, Craig will be stored before Davis, Mike.

There are 4 basic methods for retrieving a listing from a directory.

- Sequential search.
- Direct search.
- Keyword search.
- By index.

Sequential search

To step down or up the listings of a telephone directory one by one, press [v] or [^]. If you go past the last listing in the directory, NOT FOUND! appears and the Organizer returns to the initial entry screen of the current directory.

- To jump to the top of the directory (the initial entry screen), press [C·CE].

Direct search

To jump to any part of the directory, simply press a letter (or group of letters) followed by [v]. The Organizer will display the listing beginning with the letter (or letters) you entered.

For example, to see the first listing that starts with the letter D, press [D], and then [v]. If you do not have a listing that begins with D, the next nearest listing will be displayed. Press [v] or [^] then to step one by one. You can be more specific and press [C·CE], DAV, and then [v] if you are searching for "Davis, Craig". If there was a listing "Davidson, Robert", however, the Organizer would display this first. You could then press [v] until "Davis, Craig" appeared.

- Upper- and lowercase letters, and other letters of the same group (e.g. E and ë) are treated as the same.

Keyword search

You can search for every listing that contains a keyword of your choice. Simply type in the keyword and press [2nd] [v]. The Organizer will then display the first listing that contains the keyword in any of the fields. Press [2nd] [v] again to retrieve the next listing containing this keyword. If there are no more matching listings, NOT FOUND! is displayed, and the Organizer returns to the initial entry screen of the current directory.

The keyword can consist of any characters including symbols and numbers. The keyword search allows you to retrieve everyone who lives in a certain area, for example, or who has a certain occupation. With special symbols (using [SMBL]) in certain listings you can create subcategories using the symbol as the keyword.

- Upper- and lowercase letters, and other letters of the same group are treated as the same.

Retrieve listings containing the keyword "dentist".

[C·CE] dentist
[2nd] [v]

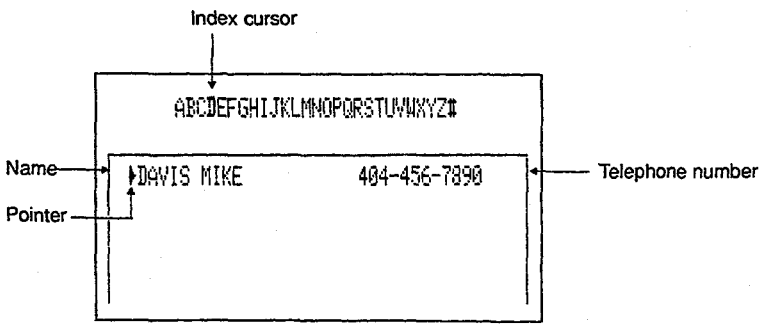
```
SMITH JOHN
301-255-6993
FAX 301-255-6996
1025 5TH AVE, NEW YORK, NY 10236
OCCUPATION  :DENTIST
```

Index

The names and telephone numbers of a directory can be retrieved via an index where listings are stored alphabetically by name.

- If the first character of the name is not a letter, it will be listed under #.

1. Select the telephone directory.
2. Press [2nd] [INDEX].



- The first 20 characters of the name and the first 16 digits of the number of each listing are displayed. Any data exceeding this is trailed by "···".

Press [►] and [◄] to move the index cursor and select the starting letter of the name field for the index, or press the letter you want directly on the keyboard. If a listing was being displayed when you called up the index, that listing will appear at the top of the list. ↑ and ↓ at the bottom of the display indicate if there are more listings in the group above or below those currently visible. [∧] and [∨] let you step up and down a page at a time in a group.
To see the whole listing, move the pointer using [▲] and [▼] to indicate the listing you want, and press [ENTER].

Editing Listings

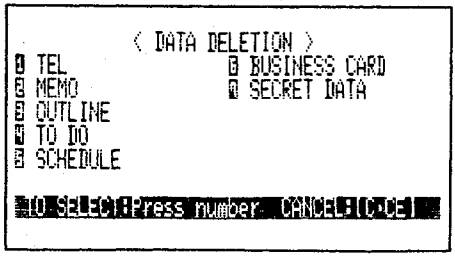
To edit a listing, retrieve it and press [2nd] [EDIT] to activate the edit mode. Edit using [◄] [►] [▲] [▼] [DEL] [INS]. (See "Making Corrections" on page 20.) After editing, press [ENTER] to store the revised data.
If you press [2nd] [ENTER] instead of just [ENTER], the revised listing will be stored as a new listing without affecting the original one.

Deleting Listings

You can delete any or all of the listings in a telephone directory. An individual listing is deleted by directly recalling it and pressing [DEL], or by moving the pointer in the index to the one you want to delete and pressing [DEL]. The delete warning message will appear to confirm your intentions before the listing is erased.
To delete all entries in one of the 3 directories:

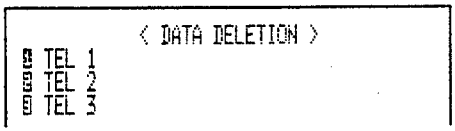
1. Select DATA DELETION from the Function menu.

[2nd] [FUNCTION] 3



2. Select TEL.

1

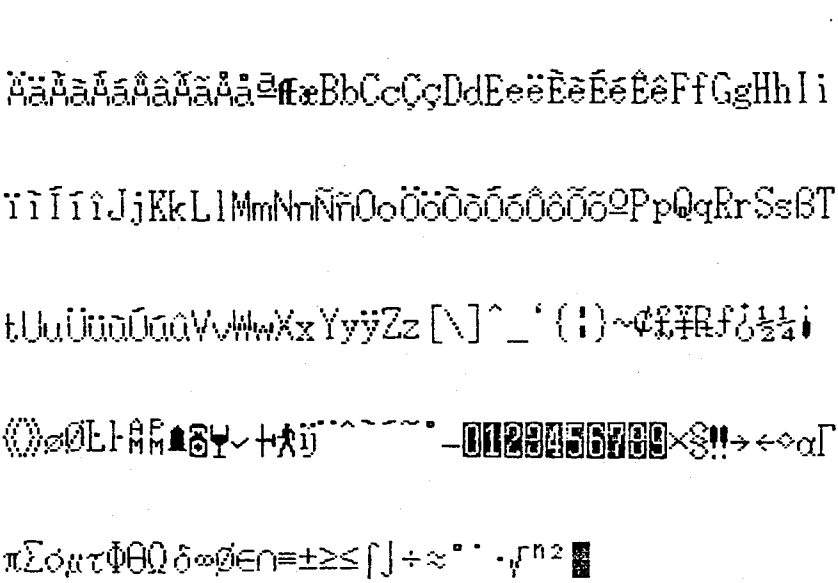


3. Select TEL 1, TEL 2, or TEL 3.
4. Press [Y] to delete all entries in the directory.
   Press any other key if you do not wish to delete them.

- Entire directories can only be deleted if the Secret function is deactivated.

Reference

The entries are sorted according to the following order:



BUSINESS CARD

The Business Card function gives you a handy information file on business-related matters including company names, department or section names, telephone numbers (main and extension), fax numbers, office addresses, and individuals' names and positions. In addition, you can also define up to 5 additional fields of your choice. In this way, you could have business-dedicated information convenient for customer/client management.

Press [BUSINESS CARD] to select the BUSINESS CARD mode.

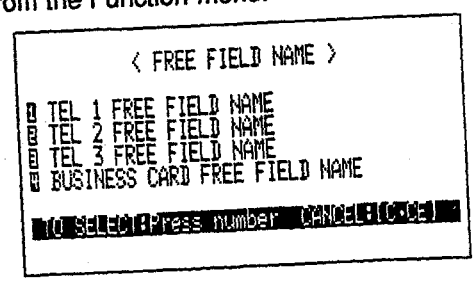
Using the Free Fields

The BUSINESS CARD mode is preset with 8 standard fields (company name, department, telephone number, fax number, office address, personal name, position, and extension/direct call number). In addition, you can define up to 5 other fields for data categories of your choice. A field must be named before the Organizer will prompt you for information. This name can be up to 12 characters long.

Define a free field by naming it "INDUSTRY".

1. Select FREE FIELD NAME from the Function menu.

   [2nd] [FUNCTION] 8



2. Select BUSINESS CARD FREE FIELD NAME.

   4

3. Type in the first field name and press [ENTER].

[C·CE] INDUSTRY [ENTER]	FREE FIELD 1:INDUSTRY FREE FIELD 2:FREE FIELD 2

Repeat this step for any other free fields you want to use. The field names you set are common to all BUSINESS CARD entries.

4. Press [C·CE] twice to exit.

- To re-initialize a free field, move the cursor to the field, press [C·CE], then [ENTER].

Making Business Card Entries

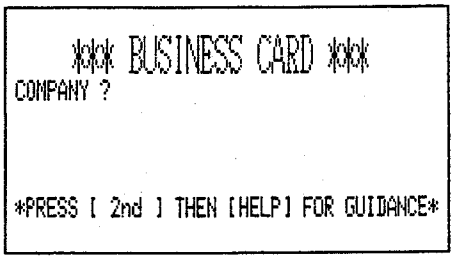
Making a BUSINESS CARD entry is extremely straightforward. Simply enter the information as prompted by the Organizer and press [ENTER], until the entry is complete and stored.
Once a company has been registered, there is no need to enter its details again when adding a new department or contact, simplifying the expansion of information on a company.

The following example will demonstrate this, also using the free field, INDUSTRY.

COMPANY: SUNSHINE CO.
DEPARTMENT: PRODUCT MARKETING DEPT.
MAIN TEL NUMBER: 212-125-6528
FAX NUMBER: 212-125-1032
DEPT. ADDRESS: 23 E. 60TH ST. NEW YORK, NY 10022
NAME: WAYNE ROBERT
POSITION: GENERAL MANAGER
EXT/DIRECT: 212-125-9988
INDUSTRY: TEXTILE

1. Select the BUSINESS CARD mode.

BUSINESS CARD

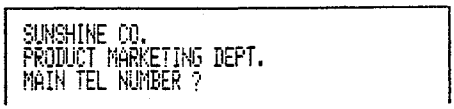


2. Type in the company name.

SUNSHINE CO.
ENTER

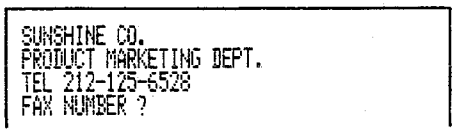
3. Type in the department or section name.

PRODUCT MARKETING
DEPT. ENTER



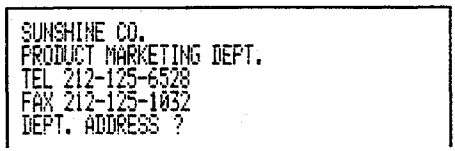
4. Type in the telephone number.

212-125-6528 ENTER



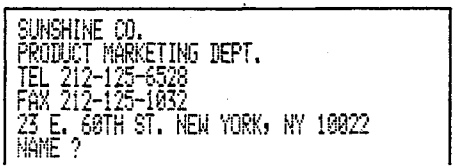
5. Type in the fax number.

212-125-1032 ENTER



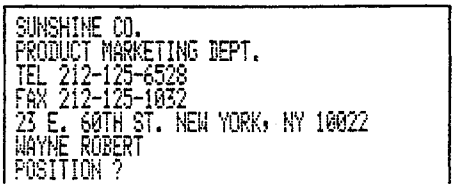
6. Type in the office address.

23 E. 60TH ST.
NEW YORK,
NY 10022 [ENTER]



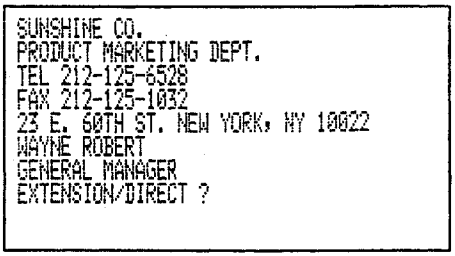
7. Type in your contact's name.

WAYNE ROBERT
[ENTER]



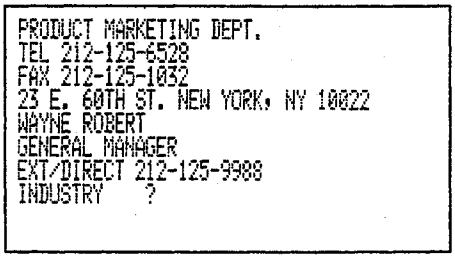
8. Type in his position or job title in the company.

GENERAL MANAGER
[ENTER]



9. Type in the extension or direct call telephone number.

212-125-9988 [ENTER]



10. Type in the company's line of industry.

TEXTILE [ENTER]

```
SUNSHINE CO.
WAYNE ROBERT
GENERAL MANAGER
PRODUCT MARKETING DEPT.
TEL 212-125-6528    FAX 212-125-1032
EXT/DIRECT 212-125-9988
23 E. 60TH ST. NEW YORK, NY 10022
INDUSTRY    :TEXTILE
```

- Any field except COMPANY and NAME can be skipped by just pressing [ENTER].
- The company name can be up to 40 characters long, the department name, telephone number, fax number and address together up to 512 characters, and the rest of the fields together up to 1536 characters.
- The following functions are not available while making a new entry: cursor movement with [⇧] [▲], [⇧] [▼], [⇧] [►], or [⇧] [◄] and line deletion with [⇧] [DEL].

Adding new contacts

When you want to add more people to a company you have already entered, there is no need to enter all the details of the company over again. The Organizer allows you to add contacts to existing departments in companies, or to add a new department and contact.

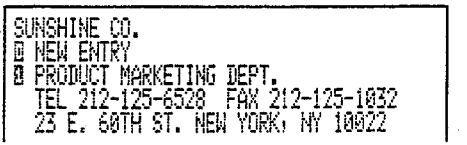
Enter the first letter of the company name and press [ENTER] to display a list of companies beginning with that letter.

S [ENTER]

```
0 NEW ENTRY
8 SUNSHINE CO.
```

↑ and ↓ at the bottom of the screen will appear if there are more companies than will fit at once. Press [∧] or [∨] to view the rest of the entries. If the one you want is not on the list, press [0] to type in a new entry. Otherwise, press the number beside the company to select it.

1



Below the company name the departments you have entered are displayed.
↑ and ↓ at the bottom of the screen indicate if there are more than the 2 which can be displayed. Press [∧] or [∨] to view the rest of the departments.
Select the number of the department you want to add to, or 0 to create a new one, then continue to enter data at the prompts as usual.

Retrieving Business Card Entries

All BUSINESS CARD entries are stored and displayed in alphabetic order of company name, department name (within each company) and personal name (within each department).
Entries can be retrieved in 4 different ways.

- Sequential search.
- Direct search.
- Keyword search.
- By index.

Sequential search

To step down or up through the entries one by one, press [∨] or [∧]. If you try to go past the first or last entry, NOT FOUND! is displayed and the initial entry display appears.

Direct search

Enter the first letter(s) of the company name you want to recall and then press [∨] to search forwards or [∧] to search backwords. The first entry with the company name beginning with the specified character(s) will be displayed. If no entry corresponds to the specified characters, the next nearest entry will be displayed.

- Upper- and lowercase letters, and other letters of the same group (e.g. E and ë) are treated as the same.

To retrieve the entry of SUNSHINE CO.:

[C-CE] S [∨]

Keyword search

BUSINESS CARD entries can be recalled by typing a keyword and pressing [2nd] [∨] or [2nd] [∧]. The first entry containing the keyword in any field will be displayed. All entries containing the keyword can be found by pressing [2nd] [∨] or [2nd] [∧] repeatedly.

Recall the WAYNE ROBERT entry.

WAYNE ROBERT
[2nd] [∨]

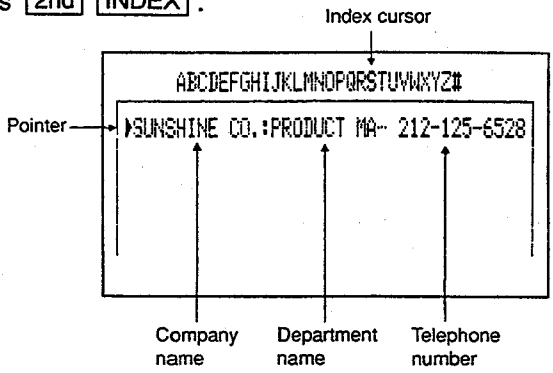
```
SUNSHINE CO.
WAYNE ROBERT
GENERAL MANAGER
PRODUCT MARKETING DEPT.
TEL 212-125-6528    FAX 212-125-1032
EXT/DIRECT 212-125-9988
23 E. 60TH ST. NEW YORK, NY 10022
INDUSTRY    :TEXTILE
```

- The direction of the search cannot be reversed once initiated.
- Upper- and lowercase letters, and other letters of the same group are treated as the same.

Index display

BUSINESS CARD entries can be listed by index (under the alphabetic category of company names). If the first character of a company name is a number, symbol or space, it is listed under #.

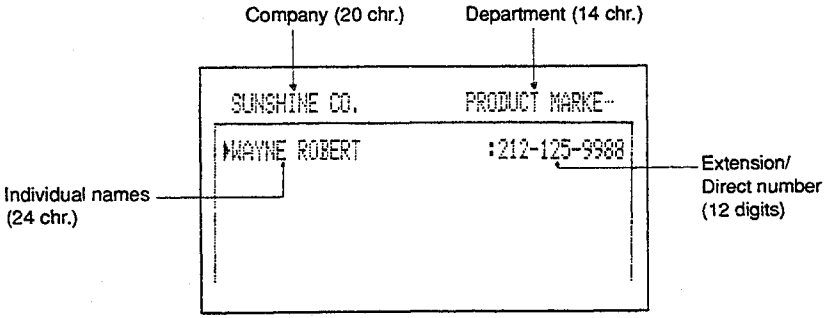
1. Select the BUSINESS CARD mode.
2. Press [2nd] [INDEX].



- The first 12 characters of the company name, 11 characters of the department name and the first 12 digits of the telephone number are displayed.

  Press [►] and [◄] to move the index cursor and select the starting letter of the company name, or press the letter you want directly on the keyboard. If an entry is being displayed when you call up the index, the first page of entries with the same starting letter as the entry will appear. ↑ and ↓ at the bottom of the display indicate if there are more entries in the group above or below those currently visible. [∧] and [∨] let you step up and down a page at a time in a group.

3. Press [ENTER] to display names and direct numbers of the people in the department indicated by the pointer.



4. To retrieve the individual's entry, select their name with the pointer and press [ENTER].

Editing Entries

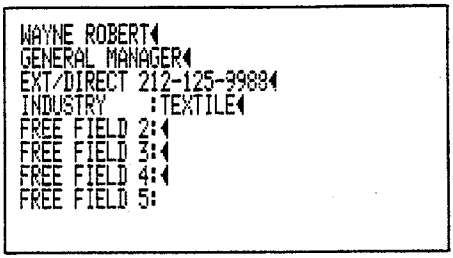
Entries can be edited on 4 levels.

- Edit personal details.
- Change a person's department within the company.
- Change a person's company.
- Edit company/department details.

- When the memory is nearly full, upon pressing [ENTER] to store revised entry, MEMORY FULL may appear. The entry cannot be stored unless other data is deleted.

Editing personal details

Retrieve the entry you wish to edit, press [2nd] [EDIT] and press [N] at the two prompts CHANGE COMPANY? Y/N and CHANGE DEPARTMENT? Y/N.



Edit the person's name, position, direct number and any other data, and press [ENTER] to store the entry.

- Press [2nd] [ENTER] instead of just [ENTER] to store the revised entry without erasing the original.

Changing departments

When a person has changed departments, you can easily switch them from one to another without re-entering the data.

Retrieve the entry of the person whose department has changed, press [2nd] [EDIT] and [N] at the CHANGE COMPANY? Y/N prompt.
Press [Y] at CHANGE DEPARTMENT? Y/N.

1. Up to 2 departments can be seen at a time. ↑ and ↓ indicate if there are more departments off the screen. Press [∧] or [∨] to find the department you want.
2. Select it by its number as the new department for the person.
   - If the new department is not yet registered, press [0] and enter the department details as prompted.

3. Edit the personal details and any other data as necessary and press [ENTER].

- All department details will be erased if everyone is moved out.

Changing companies

If a person has changed companies, you can either move them to another already registered company, or enter the details of a new company.

Retrieve the entry of the person who has changed company, press [2nd] [EDIT] and [Y] at the CHANGE COMPANY? Y/N prompt. Enter the details of the new company and department as prompted, then edit the personal details and any other data as necessary. Press [ENTER] to store the changes.

- If the person is moving to another company already registered in the Organizer, enter the first letter of the company name at the COMPANY? prompt, and press [ENTER].

  Use [∧] and [∨] to find the company you want if it is not on the screen and press the number beside its name.

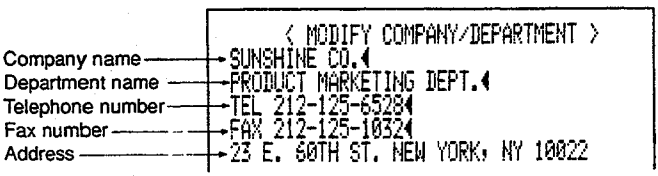
  Continue as described above in "Changing departments."

- All company details will be erased if everyone is moved out.

Editing company/department details

Editing a company name or department details is done via the index. Find the company and department to be edited in the company index and move the pointer to beside it. Press [2nd] [EDIT].

- This cannot be performed when the batteries are weak.



Edit as necessary and press [ENTER] to store the entry.

- This will update the company/department details for all members of the department.
- All entries are resorted according to the changes made. Processing time will vary depending on the number of entries. During this time, SORTING will appear on the display.

Deleting Entries

You can delete any or all members of a particular department, or the entire BUSINESS CARD file.

Deleting an individual

Retrieve the entry you want to delete and press [DEL]. You will be asked for confirmation before the entry is erased. Press [Y] to continue or any other key to leave it intact.

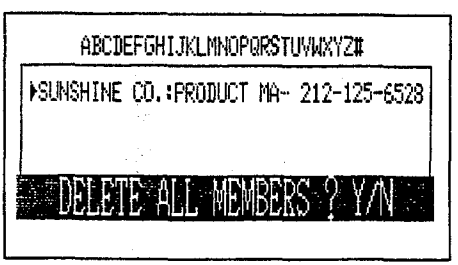
Deleting an entire department

1. Display the company and department names in the index.

   [2nd] [INDEX]

2. Move the pointer to indicate the department you want to delete.
3. Press [DEL].

   [DEL]



4. Press [Y].

   [Y]

   TO CONFIRM DELETIONS:[ENTER] will appear.

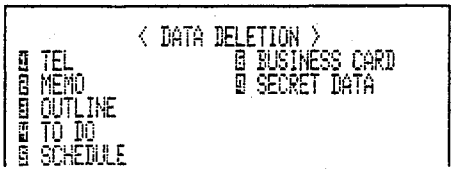
5. Press [ENTER] to go ahead and delete the department and all members, or press any other key to leave them intact.

Deleting the entire BUSINESS CARD file

1. Select DATA DELETION.

   2nd FUNCTION

   3



2. Select BUSINESS CARD.

   6

   A warning will appear to confirm that you want to delete all BUSINESS CARD entries.

3. Press Y to go ahead.

- The entire file can only be deleted if the Secret function is deactivated.

KEEPING MEMOS

The MEMO mode conveniently stores odd bits of information such as notes, ideas and lists. If numbers, for example prices, appear in a memo, they can be entered directly into calculations. Memos are stored in order of entry but can be rearranged as you wish.
Press [MEMO] to select the MEMO mode.

Making Memos

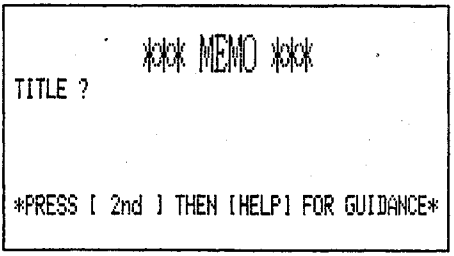
Entering a memo is extremely simple. Just type it in and press [ENTER]. Even if another entry is already being displayed, the Organizer will assume you are making a new one. To make entries easy to read, words which are cut at the end of a line are moved on to the next line when the entry is stored.

Try entering the following two examples.

ABC BANK, Chicago Branch, Account No. 272-0011223
PASSPORT No. M6711888, Expires 20.12.96

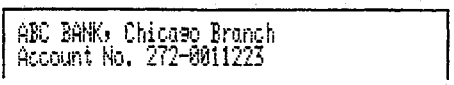
1. Select the MEMO mode.

[MEMO]



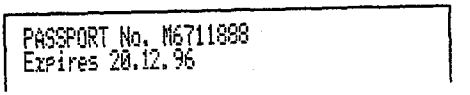
2. Type in the first entry, using the first line as a title for the entry.

ABC BANK,
Chicago Branch [↵]
Account No. 272-0011223
[ENTER]



3. Type in the second entry.

PASSPORT No.
M6711888 [↵]
Expires 20.12.96
[ENTER]



Retrieving Memos

There are 4 ways to retrieve entries.

- Sequential search.
- Direct search.
- Keyword search.
- By index.

- Memos are stored in order of entry.

Sequential search

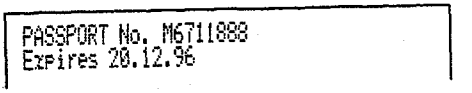
Press [v] or [^] to step down or up through the entries. If you try to go past the end (or beginning) of the list, NOT FOUND! will be displayed.

Direct search

The direct search retrieves a memo by its title. Simply enter the first few characters of the title and press [v] or [^]. [v] will return the first matching entry from the top of the list and [^] the first matching entry from the bottom of the list.

Search for your passport number.

[MEMO] PASS [v]



- Upper- and lowercase letters, and other letters of the same group (e.g. E and ë) are treated as the same.
- If there is no matching entry, NOT FOUND! is displayed.

Keyword search

The keyword search will return each and every memo containing a specified keyword. As for the direct search, enter the keyword, but then press [2nd] [v] or [2nd] [^]. Repeated pressing of [2nd] [v] or [^] will retrieve each subsequent entry containing the keyword until the end of the list is reached.

Search for entries containing the keyword, "account".

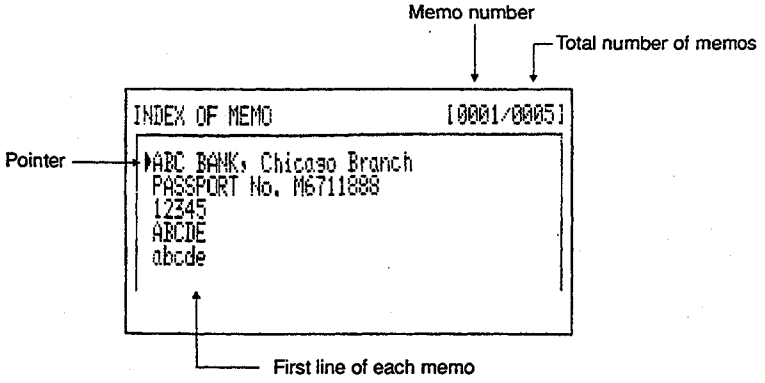
[MEMO] acc
[2nd] [v]

```
ABC BANK, Chicago Branch
Account No. 272-0011223
```

- When there are no more memos containing the keyword, NOT FOUND! is displayed.
- Upper- and lowercase letters and other letters of the same group are treated as the same.

Index

To view an index of entries, press [2nd] [INDEX].



The first lines of up to 6 memos are displayed. Press [▲] or [▼] to move the pointer up and down to select the memo of interest, and press [ENTER] to view it in detail. Press [^] and [v] to step through your memos a page at a time.

- If a memo is being displayed when you press [2nd] [INDEX], it will be at the top of the list. Otherwise, the first memo will appear at the top.

Editing Memos

To edit a memo, recall it and press [2nd] [EDIT]. Make any changes you want (see page 20 for more details) and press [ENTER] to store it.

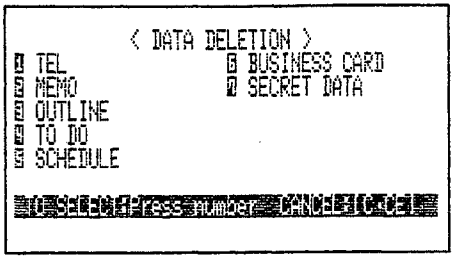
- If you press [2nd] [ENTER] instead of just [ENTER], the edited memo will be stored as a new one without erasing the original.

Deleting Memos

Memos can be deleted one at a time or all at once. To delete a single memo, recall it and press [DEL] and [Y] for confirmation. Alternatively, it can be deleted from the index simply by selecting it and pressing [DEL] [Y].

To delete all memos as a block, select DATA DELETION from the Function menu.

[2nd] [FUNCTION] 3



Select MEMO and press [Y] to go ahead and delete all memos.

- Memos can only be deleted as a block when the Secret function is deactivated.

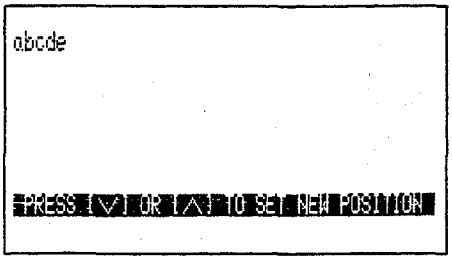
Rearranging Memos

The order in which memos appear when [∨] or [∧] is pressed can be changed. Recall the memo you wish to move and press [INS]. Then, using the search keys, recall the memo which is to appear immediately after the memo you are moving and press [ENTER].

Rearrange the order of three memos, "12345", "ABCDE", and "abcde" to "abcde", "12345", and "ABCDE".

1. Select the MEMO mode, display the memo "abcde" you want to move, and press [INS].

   [MEMO]
   [v] (until "abcde" appears)
   [INS]



2. Retrieve the memo which is to appear immediately after the entry you are moving using [v] or [^].

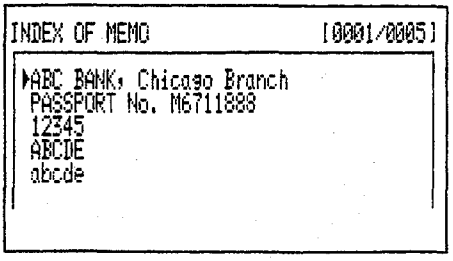
   [^] [^]

3. Press [ENTER] to relocate the memo.
   - If you do not press [ENTER] here, the memo entry will remain in its original position.

Alternatively, the order of memos can be rearranged in the index.

1. Press [2nd] [INDEX] to display an index of memos.

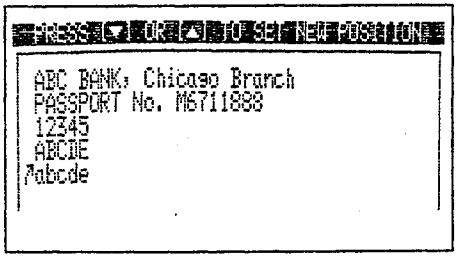
   [2nd] [INDEX]



2. Move the pointer to the entry to be moved and press [INS].

[▼] ...

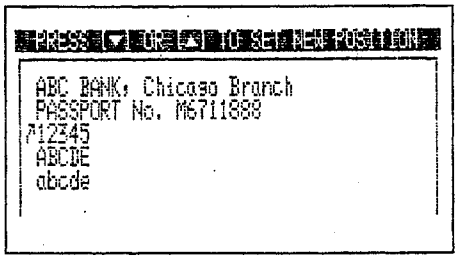
[INS]



The pointer will change from ▶ to ↗.

3. Move the pointer to the position where the entry is to be inserted by using [▼] or [▲].

[▲] [▲]



4. Press [ENTER] to store the changes.

Memo Calculations

You can perform arithmetic with numbers entered into a memo. Each number must first be marked with ▶ by pressing [2nd] [CALC DATA] to indicate they are to be used for calculations.

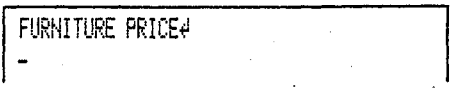
Entering data for calculations

Enter the following price list.

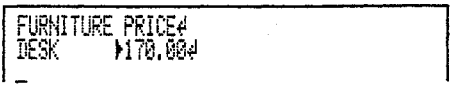
FURNITURE	PRICE
DESK	170.00
CHAIR	40.00
FILE	50.00
BASKET	8.00
TABLE	80.00

1. Press [MEMO] to select the MEMO mode.
2. Type in the price list and press [2nd] [CALC DATA] before the numeric data.

FURNITURE [SPACE]
PRICE [↵]



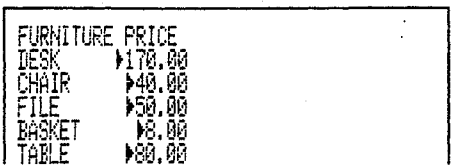
DESK [SPACE] ···
[SPACE] [2nd]
[CALC DATA] 170.00 [↵]



Use [2nd] [CALC DATA] to enter the ▶ mark. The next number on the line following this mark can be used for calculations. Non-numeric characters can be entered between the mark and the number, but only the first number on a line will be recognized. If the data next to ▶ appears as "▶100AB2", for example, the first numerical part, 100, will be used for calculations.

3. Type in the remainder of the items and prices in the list and press [ENTER] after the last line.

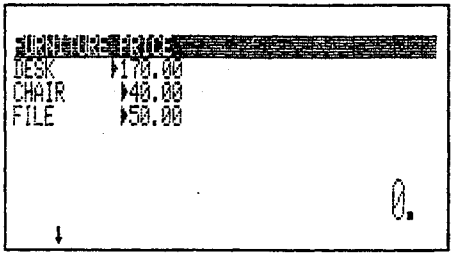
CHAIR ····
TABLE [SPACE] ···
[SPACE] [2nd]
[CALC DATA]
80.00 [ENTER]



Summing memo entries

After you have recalled the memo on which you want to perform calculations, press [2nd] [CALC DATA] and a calculator display will appear.

[2nd] [CALC DATA]

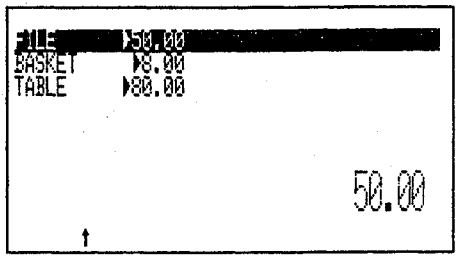


Using [▼] or [▲], highlight the entry to be used in the calculation. Press [ENTER] and the number will be entered into the calculator at the bottom of the display.

Find the total price for 4 files and 4 chairs.

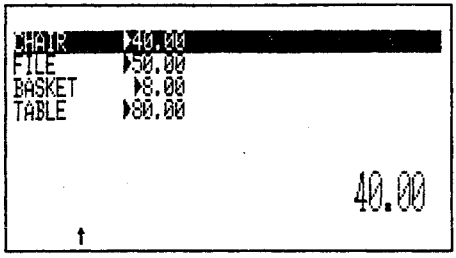
1. Press [▲] or [▼] to highlight the line with the price of the files and press [ENTER].

[▼] [▼] [▼] [ENTER]



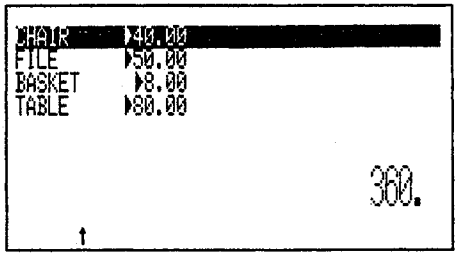
2. Highlight the price of the chairs and add it to that of the file.

[▲] [+] [ENTER]



3. Multiply the total by 4 and obtain the result.

[x] 4 [=]



- To exit the memo calculation mode, press [2nd] [CALC DATA] again.

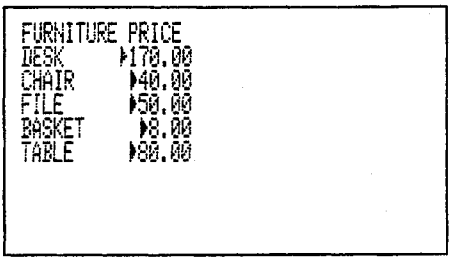
Using the calculator memory

For calculations requiring temporary storage of numbers, use the calculator memory.

You want to find the price of 2 desks and 4 chairs.

1. Recall the memo with the price list.

   F [v]



2. Go into the memo calculation mode.

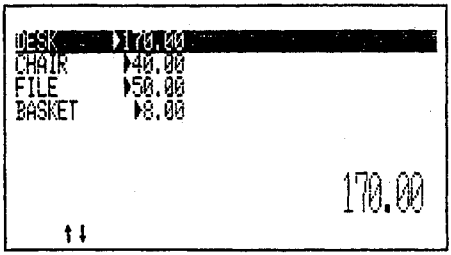
   [2nd] [CALC DATA]

3. Clear the calculator memory.

   [R-CM] [R-CM]

4. Enter the price for a desk.

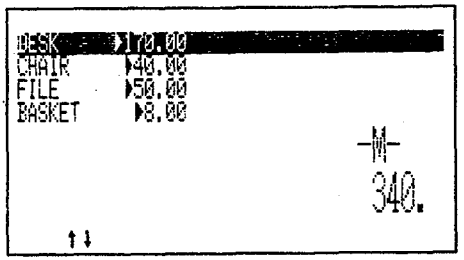
   [▼] [ENTER]



- The memo calculator uses the same memory as the CALCULATOR/ PAPERLESS PRINTER modes.

5. Multiply the price by 2 and store the result in the calculator memory.

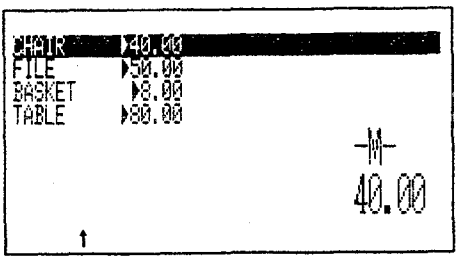
[x] 2 [M+]



- The symbol -M- appears to indicate that something is stored in the calculator memory.

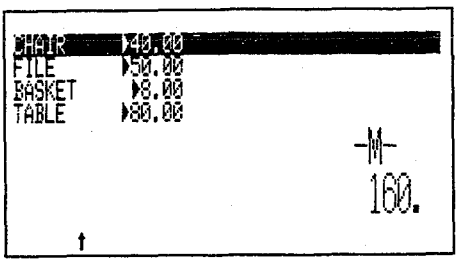
6. Enter the price of a chair.

[▼] [ENTER]



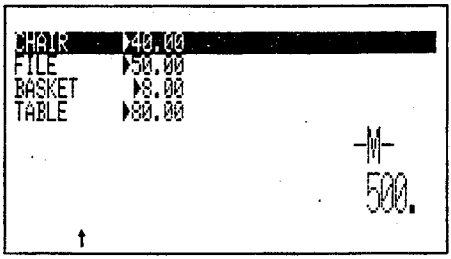
7. Multiply it by 4 and add to the calculator memory.

[x] 4 [M+]



8. Recall the total price for the 2 desks and 4 chairs.

R-CM



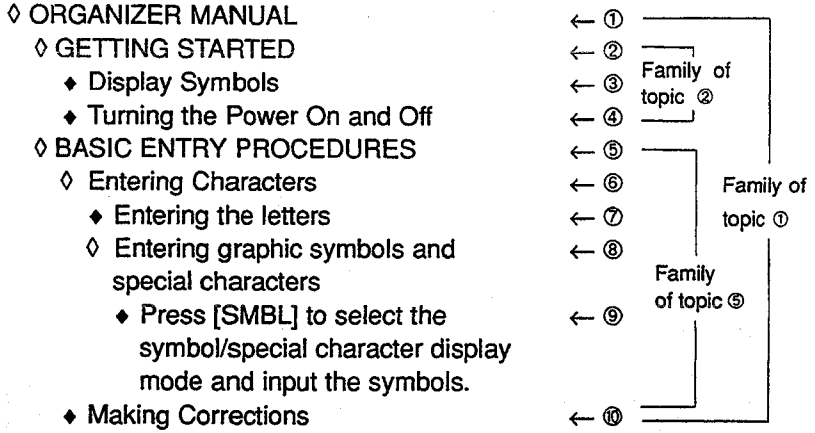
If you select a wrong item for calculation

Press C-CE to cancel the erroneously entered data, then select the data you wish to calculate using ▼ or ▲ and press ENTER. If you type in an incorrect number, press C-CE and type in the correct one.

Your Organizer's Outline processor is a convenient way to create the outline of a report, listing, speech or presentation. An outline consists of a heading and as many categories and sub-categories as you require to encompass the matter in question. These categories may be easily edited or completely restructured with powerful commands.

Structure of an Outline

An outline is composed of parent, child and sibling topics. Any parent and its children as a group are called a family. The overall topic or title of the outline has no siblings and is the progenitor of all other topics. Below is an example of an outline to illustrate the foregoing.



① The first topic, forming the title of the outline, can have no siblings, i.e., no other topics on the same level.
② A child of the title, sibling to ⑤, and the parent of ③ and ④.
③ and ④ Children of ②, etc.

Note that ②, ③ and ④ form a family as do ⑤–⑩ and of course the entire outline.

The diamond indicates the beginning of a topic and its position in the hierarchy. A hollow diamond indicates a topic has children, while a solid diamond indicates it has none.

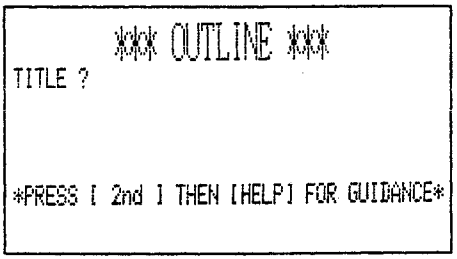
Entering an Outline

In general, after entering a topic you have the choice of entering the next as a child, as a sibling or at a higher level (as an aunt or uncle, if you like). Begin by entering the title topic and press [ENTER]. As the title topic can have no siblings, the diamond waiting for the next topic automatically moves in one space to indicate it is going to be a child.

The following is an example of entering an outline using that given above.

1. Select the OUTLINE mode.

[OUTLINE]



2. Type in the title, topic ①.

ORGANIZER MANUAL
[ENTER]

Note the diamond for the next topic has moved in one to indicate it is to be a child of the title.

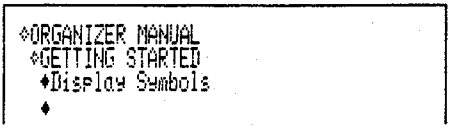
3. Type in topic ②.

GETTING STARTED
[ENTER]

This time the diamond is in line with the one above.

4. Type in topic ③ as a child of ②.

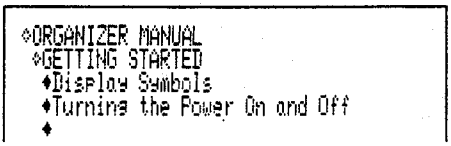
[►] Display Symbols
[ENTER]



To make topic ③ a child of topic ②, move the diamond in with [►] before typing the topic in .

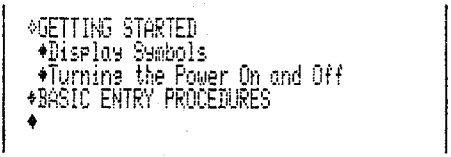
5. Type in topic ④ as a sibling of ③.

Turning the Power On and Off [ENTER]



6. Type in topic ⑤ as a sibling of ②.

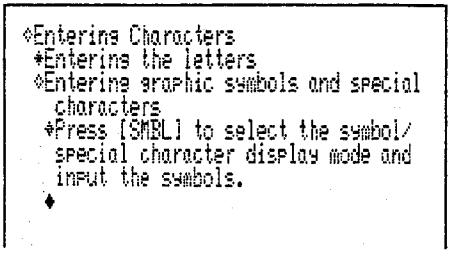
[◄] BASIC ENTRY PROCEDURES
[ENTER]



Use [◄] to move the diamond left (up a level).

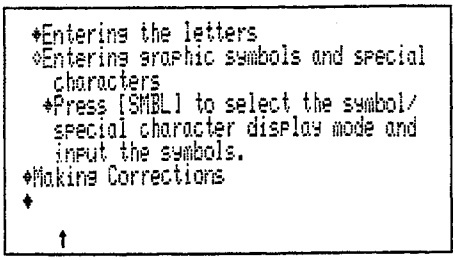
7. Type in topics ⑥ through ⑨ in the same manner.

[►] Entering Characters
[ENTER]
[►] Entering the letters
[ENTER]
Entering graphic symbols and special characters [ENTER]
[►] Press [SMBL] to select the symbol/ special .... input the symbols. [ENTER]


◆Entering Characters
♦Entering the letters
◆Entering graphic symbols and special characters
♦Press [SMBL] to select the symbol/ special character display mode and input the symbols.
♦

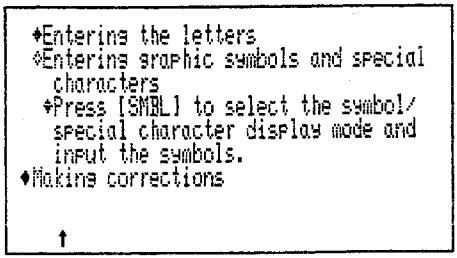
8. Type in topic ⑩.

◄ ◄ Making Corrections ENTER


♦Entering the letters
♦Entering graphic symbols and special characters
♦Press [SMBL] to select the symbol/ special character display mode and input the symbols.
♦Making Corrections
♦

9. Terminate data input.

C-CE


♦Entering the letters
♦Entering graphic symbols and special characters
♦Press [SMBL] to select the symbol/ special character display mode and input the symbols.
♦Making corrections

- The maximum length of each topic is 2048 characters.
- When creating two or more outline files, repeat the above outline data input operation.
- Each outline can have a maximum of 16 levels (including the title).
- A child can only be one level lower than its parent.

Retrieving Outlines

There are 4 ways to retrieve an outline.

- Sequential search.
- Direct search.
- Keyword search.
- By index.

- Outlines are stored in order of entry.
- Use ▲ or ▼ to scroll the display if the entry sought goes off the top or the bottom.

Sequential search

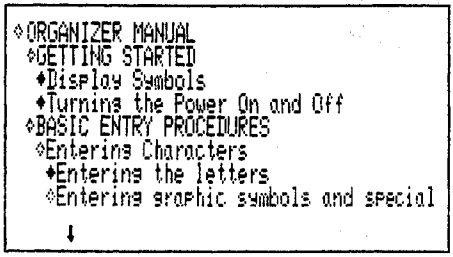
Press [v] or [^] to step down or up through the outlines. If you try to go past the end (or beginning) of the outlines entered, NOT FOUND! will be displayed.

Direct search

The direct search retrieves an outline by its title. Simply enter the first few characters of the title, and press [v] or [^]. [v] will return the first matching entry from the top of the list of outlines, and [^] the first matching entry from the bottom.

Search for the outline beginning with "organizer".

[OUTLINE] ORG [v]



- Upper- and lowercase characters, and other characters of the same group (e.g. E and ë) are treated as the same.
- If there is no matching entry, NOT FOUND! is displayed.

Keyword search

The keyword search will return each and every outline containing a specified keyword in any of its topics. Enter the keyword as for the direct search, but then press [2nd] [v] or [2nd] [^]. Repeated pressing of [2nd] [v] or [2nd] [^] will retrieve each subsequent entry containing the keyword until the end of the list is reached.

Search for all entries containing the keyword "manual".

OUTLINE MANUAL

2nd ∨

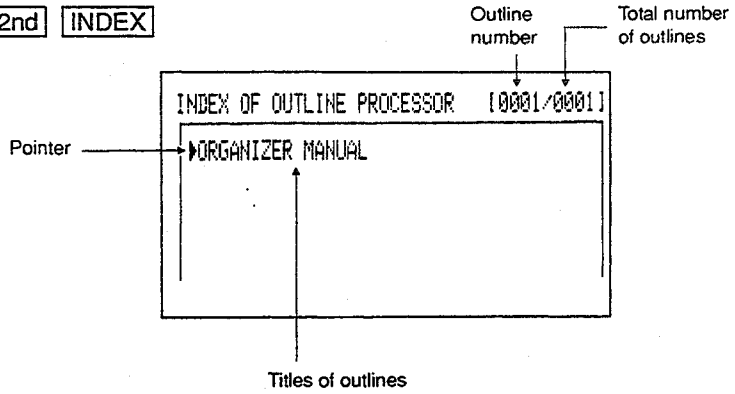
```
◇ORGANIZER MANUAL
 ◇GETTING STARTED
  ◆Display Symbols
  ◆Turning the Power On and Off
 ◇BASIC ENTRY PROCEDURES
  ◇Entering Characters
   ◆Entering the letters
   ◇Entering graphic symbols and special
        ↓
```

- When there are no more outlines containing the keyword, NOT FOUND! is displayed.
- Upper- and lowercase letters and other letters of the same group are treated as the same.

Index

To view an index of entries, press 2nd INDEX .

2nd INDEX



The first line of the titles of up to 6 outlines are displayed. Press ▲ or ▼ to move the pointer up and down to select the outline of interest, and press ENTER to view it in detail. Press ∧ and ∨ to step through your outlines a page at a time.

- If an outline is being displayed when you press 2nd INDEX , it will be at the top of the list. Otherwise, the first outline will appear at the top.

Viewing an Outline

If an outline runs off the screen, use the following keys to view the topic you want.

[▼] or [▲]	Move down or up one displayed topic at a time.
[◄]	Move to the parent of the current topic.
[⇧] [▼]	Move to the next sibling down from the current topic.
[⇧] [▲]	Move to the previous sibling of the current topic.

Below are several useful techniques for selectively compressing information to give a clearer view of the structure.

Collapsing families

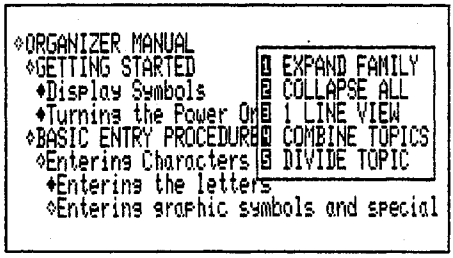
Collapsing a family means to take all of a topic's children off the display to reduce cluttering. The diamond remains hollow to indicate a topic is a parent of others.

You can collapse one family at a time or all families. To collapse one family, select its parent by making its diamond flash, and press [EXP/COL]. If the title is selected, the entire outline will collapse, leaving only the title on display.

To collapse all families leaving only the title and its immediate children (useful for seeing a clear overview of the outline), select COLLAPSE ALL from the Outline menu.

1. Activate the Outline menu.

[MENU]



2. Select COLLAPSE ALL.

2

- EXP/COL expands or collapses a family depending on conditions of the selected family.

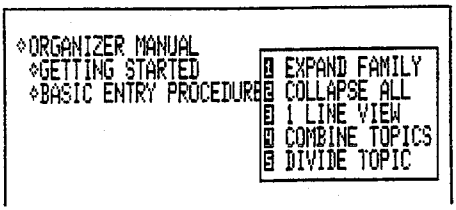
Expanding families

Families which have been collapsed can be expanded out either to its immediate children or all the way to its furthest descendants. To expand a family to its immediate children select it and press EXP/COL.

To expand a family out to its most distant descendants, select EXPAND FAMILY from the Outline menu.

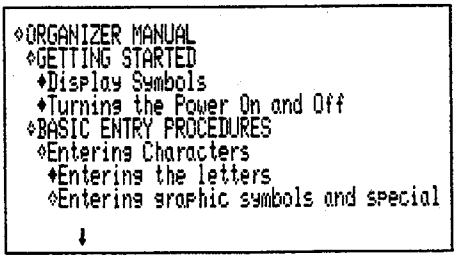
1. Select the family to be expanded (in this case, the title is already selected).
2. Activate the Outline menu.

MENU



3. Select EXPAND FAMILY.

1



- All sub-topics in the family reappear.

One-line display

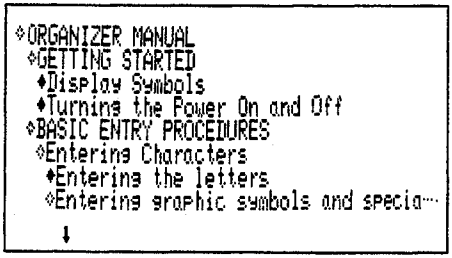
If your outline contains topics composed of more than one line of text it can make it difficult to perceive the overall structure. To display only the first line of each topic, select 1 LINE VIEW from the Outline menu.

1. Activate the Outline menu.

   [MENU]

2. Select 1 LINE VIEW.

   3



- To view the whole of a partially hidden topic, select it and press [►]. Press [◄] to return to the normal display.
- FULL VIEW now appears as option 3 in the Outline menu. Select it to return to a normal full display.

Restructuring

The topics of an outline may be easily moved as a family, divided in two, combined into one, added to or deleted.

Moving families/topics

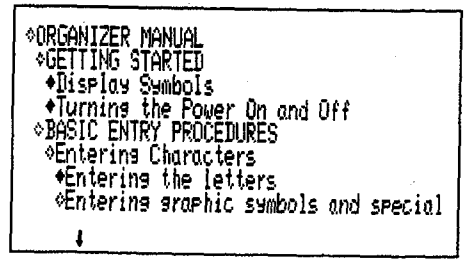
A topic may be easily moved to another location with or without a change in level. If the topic is a parent, all of its children will move with it.

Select the topic to be moved and press [MOVE]. The topic and its children will appear momentarily in reverse, then be replaced by a flashing **F**. Move to the location you wish to reinsert the topic/family with cursor keys, and press [ENTER].

Move "BASIC ENTRY PROCEDURES" along with all sub-topics to appear before "GETTING STARTED".

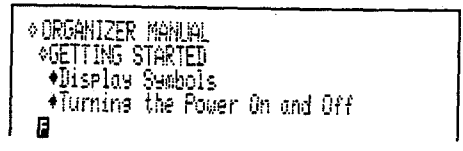
1. Select the topic to be moved.

[▼] [▼] [▼] [▼]



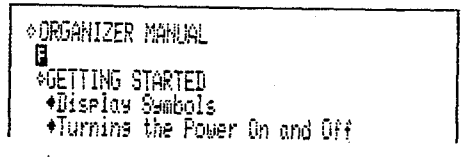
2. Press [MOVE].

[MOVE]



3. Move F to the new position for the topic.

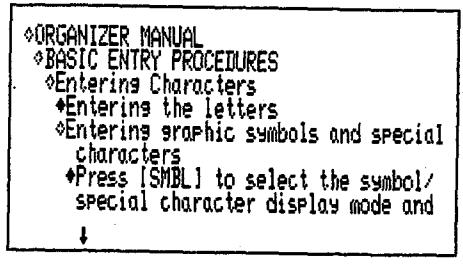
[▲] [▲] [▲]



- Use [►] or [◄] to change the level of the topic and its family.
- Press [C-CE] to leave the outline unchanged.
- The topic cannot separate a parent and child as a sibling of the parent.

4. Press [ENTER].

[ENTER]



- The title cannot be selected as a parent for movement.

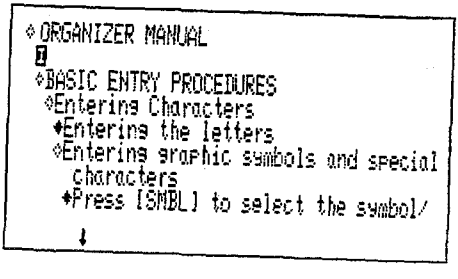
Adding topics

To add a topic to the end of an outline, simply press [▼] until you pass the bottom and a diamond is displayed awaiting your entry. Topics can also be easily inserted. Press [INS] and a flashing ▮ will appear. Use the cursor keys to change the insertion point or level, and then type in the new topic.

Add a new topic, "Indicators", between "Display Symbols" and "Turning the Power On and Off" as a child of "Display Symbols".

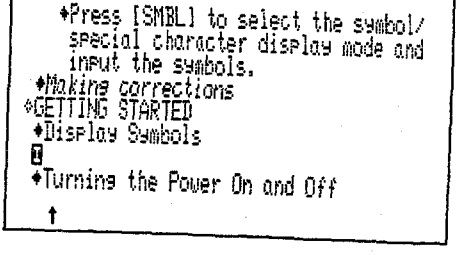
1. Press [INS].

   [INS]



2. Move ▮ to the position to insert the new topic.

   [▼] [▼] . . .

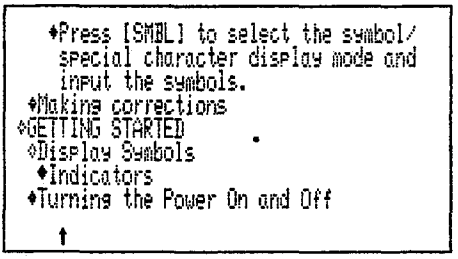

◆Press [SMBL] to select the symbol/ special character display mode and input the symbols.
◆Making corrections
◇GETTING STARTED
◆Display Symbols
▮
◆Turning the Power On and Off

3. Move it to set the level of the new topic.

   [►]

4. Enter the topic.

Indicators [ENTER]



- A topic cannot be inserted such as to separate a parent and child becoming a sibling to the parent.

Deleting families/topics

Simply select the topic to be deleted and press [DEL], then [Y] for confirmation. Be careful, as all the descendants (displayed or collapsed) of the topic will be deleted along with it.

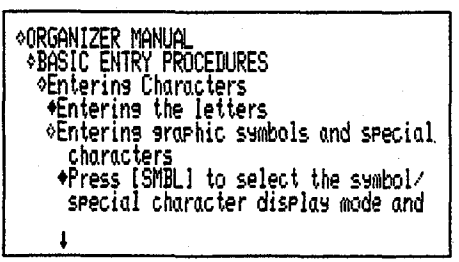
Dividing topics

A topic may be easily divided in two. If it is a parent, the second half of the entry will be the new parent and the first half a sibling of the parent. Select the topic to divide, and choose DIVIDE TOPIC from the Outline menu. Move the flashing diamond to the point for the division and press [ENTER]. The portion after the flashing diamond will become the second topic.

Divide "Entering graphic symbols and special characters" into two.

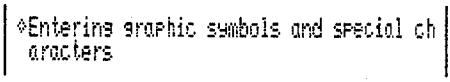
1. Select the topic to be divided.

[▼] [▼] [▼] [▼]



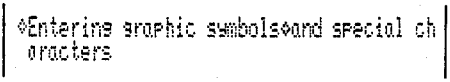
2. Display the Outline menu and select DIVIDE TOPIC.

[MENU] 5



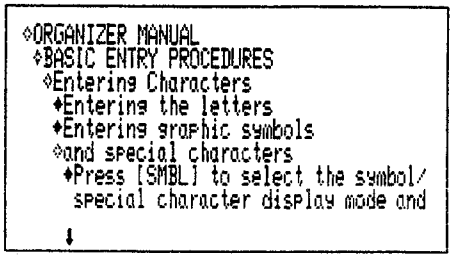
3. Move the flashing diamond to the division point.

[▶] [▶] . . .



4. Press [ENTER] to store the two topics.

[ENTER]



- The two topics are siblings.

Combining topics

A topic may be combined with that immediately preceding it irrespective of differences in level.
Select the second of the two topics to combine and select COMBINE TOPICS from the Outline menu.

- If the preceding topic is collapsed, you will be asked for confirmation. If you choose to continue, the topic will be combined with the last descendant of the preceding topic.
- Combining cannot be performed if it causes a topic to exceed the maximum length of 2048 characters.

Editing Topics

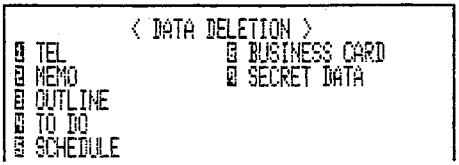
Select the topic to edit, press [2nd] [EDIT], and edit in the usual way. Only one topic can be edited at a time. Be sure to press [ENTER] to store the revised topic.

Deleting Outlines

To delete an outline, retrieve it and select the title, or select it in index, and press [DEL] followed by [Y] for confirmation.

To delete all outlines at once, select DATA DELETION from the Function menu.

[2nd] [FUNCTION] 3



Select OUTLINE, then [Y], deleting all outline files.

- Outlines can only be deleted all at once when the Secret function is off.

The Organizer has 2 kinds of calculator as well as the memo calculator; the CALCULATOR and the PAPERLESS PRINTER modes. Both are 4-function 10-digit calculators featuring square root and percentage functions as well as a memory.
Press [CALC] to switch between these two modes.

Calculator

The CALCULATOR mode operates in the usual manner. Select it and press [C·CE] twice to clear the display.

The following tables give some examples.

Calculation	Example	Operation	Display (answer)
Arithmetic	12 × 3 + 5 =	12 [×] 3 [+] 5 [=]	41.
	(–24) ÷ 4–2=	24 [+/–] [÷] 4 [–] 2 [=]	–8.
Constant	34 + 57 =	34 [+] 57 [=]	91.
	45 + 57 =	45 [=] The addend becomes a constant.	102.
	48 – 23 =	48 [–] 23 [=]	25.
	14 – 23 =	14 [=] The subtrahend becomes a constant.	–9.
	68 × 25 =	68 [×] 25 [=]	1,700.
	68 × 40 =	40 [=] The multiplicand becomes a constant.	2,720.
	35 ÷ 14 =	35 [÷] 14 [=]	2.5
	98 ÷ 14 =	98 [=] The divisor becomes a constant.	7.
Percent	What is 10% of 200?	200 [×] 10 [%]	20.
	What percentage is 9 of 36?	9 [÷] 36 [%]	25.

Calculation	Example	Operation	Display (answer)
Add-on	What results from a 10% increase of 200?	200 [+] 10 [%] (or 200 [×] 10 [%] [+] [=])	220.
Discount	What is 500 after a 20% discount?	500 [−] 20 [%] (or 500 [×] 20 [%] [−] [=])	400.
Square root	$\sqrt{25-9}$ =	25 [−] 9 [=] [√]	4.
Power	$(4^3)^2$ =	4 [×] [=] [=] [×] [=]	4,096.
Reciprocal	1/8 =	8 [÷] [=]	0.125
Memory	(Summation)	Clear the memory before performing any calculations. [R·CM] [R·CM]	
	25 × 5 =	25 [×] 5 [M+]	125. -M-
	−) 84 ÷ 3 =	84 [÷] 3 [M−]	28. -M-
	+) 68 + 17 =	68 [+] 17 [M+]	85. -M-
	(Total) =	[R·CM]	182. -M-
	(Temporary memory)	[R·CM] [R·CM]	
	(14 − 3 × 2) ×	14 [M+] 3 [×] 2 [M−]	6. -M-
	(52 − 35) =	52 [−] 35 [×] [R·CM] [=]	136. -M-
	(Constant memory)	[R·CM] [R·CM]	
	135 × (12 + 14) =	12 [+] 14 [M+] 135 [×] [R·CM] [=]	26. -M- 3,510. -M-
	(12 + 14) ÷ 5 =	[R·CM] [÷] 5 [=]	5.2 -M-

- Calculation are performed in the order of entry, not according to algebraic convention, i.e., $8 + 2 \times 3 = (8 + 2) \times 3$ not $8 + (2 \times 3)$.
- CALCULATOR and PAPERLESS PRINTER use the same memory as each other and the memo calculator.
- -M- on the display indicates a number is stored in the memory.
- Press [▶] to erase the last digit typed.
- -E- on the display indicates an error has occured. Press [C·CE] to clear the error. (See "When the Error Indicator Appears" on page 126.)

Paperless Printer

When you perform calculations in the CALCULATOR mode, only the results are displayed. However, in the PAPERLESS PRINTER mode, the calculation sequence is retained until cleared or replaced with another. This allows you to edit numbers and operators entered and see the results without reentering the entire sequence. Up to 50 steps can be stored.

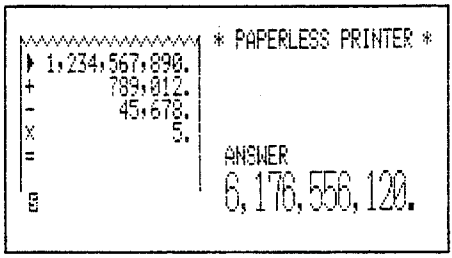
Power calculations may be performed using multiple multiplication. Otherwise, the functions are equivalent to those of the CALCULATOR mode.

Performing calculations

Find the value of 1234567890 + 789012 – 45678 × 5.

1. Press [CALC] until the PAPERLESS PRINTER is selected.
2. Enter the calculation.

   1234567890 [+] 789012
   [–] 45678 [×] 5 [=]



As each value is entered, the display scrolls up and the operators (+, –, ×, ÷, =) are indicated on the left. ▶ marks the starting entry. The number in reverse at the lower left of the display indicates the number of steps in the calculation. The value on the bottom line is the value you have just entered or the interim or final result of the calculation, as indicated by ENTRY or ANSWER displayed above it, respectively.

- Calculations are performed in the order of entry, not according to algebraic convention.

Editing the calculation

The calculation sequence entered may be changed as desired by modifying, deleting, or inserting data. The data can be modified simply by pressing [▼] or [▲]. The calculation result up to the value highlighted in reverse is displayed as well as the number of steps up to that point.

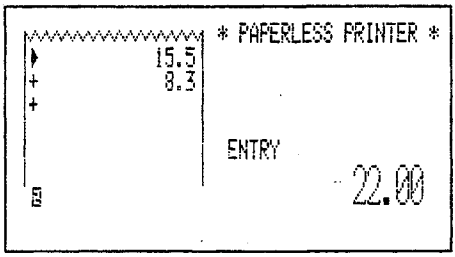
To delete a value, highlight it with [▼] or [▲] and press [DEL].
To insert a new value, highlight the value to insert before and press [INS]. Enter the operator and the new value and press [ENTER]. Press [INS] again to exit the insert mode.
To correct a value, highlight the value to be corrected, enter the new value, and press [ENTER]. If an operator is also to be changed, enter it before the new value.

Application

The prices of parts A, B, and C are $15.50, $8.30 and $22.00 respectively.
Calculate the selling price of a product which is composed of parts A, B and C, and which should generate a 25% pre-tax profit.

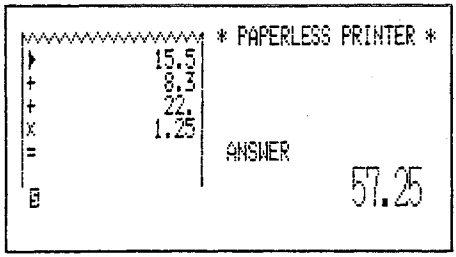
1. Enter the data.

   15.50 [+] 8.30 [+]
   22.00



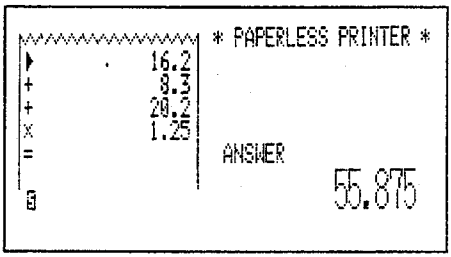
2. Multiply by 1.25.

   [×] 1.25 [=]



3. The prices of part A and C have been changed to $16.20 and $20.20.
   To calculate the selling price of the product, correct the prices of parts A and C.

   [▼] 16.20 [ENTER]
   [▼] 20.20 [ENTER]
   [ENTER]



On pressing [ENTER] the second time after making corrections, calculations are performed and the result is displayed on the bottom line.

- When [=], [%], [M+] or [M–] is pressed, calculation in progress is terminated. If new data is input after any one of these keys has been pressed, the previously stored steps will be cleared.
- If an operand such as +, –, × or ÷ is input without new data after a calculation is completed, it is assumed that the calculation process is being continued.
- If a negative value is to be input, enter the value and press [+/–] to change the sign.
- -E- appears above the value on the bottom line if an error occurs. See below.
- -M- appears above the value on the bottom line to indicate a value is stored in memory. Press [R·CM] [R·CM] to delete previous data in the memory before making new memory calculations.

When the Error Indicator Appears

When any of the following situations occur, the error indicator -E- appears. Press [C·CE] to clear the error.

- The integer part of the calculation result is within the range of 11 to 20 digits (a rough calculation is obtained).

  Example: 4567890123 [×] 456 [=] -E- 208.2957896
  $(208.2957896 \times 10^{10} = 2{,}082{,}957{,}896{,}000)$

  - In the PAPERLESS PRINTER mode, no rough calculation can be obtained.

- The integer part of the calculation result exceeds 20 digits.

  Example: [C·CE] 1000000000 [÷] 0.000000001 [%]

- The integer part of the numerical value in the memory exceeds 10 digits.

  Example: [C·CE] [R·CM] [R·CM] 9999999999 [M+] 1 [M+]

- A number is divided by 0.

  Example: [C·CE] 5 [÷] 0 [=]

THE SECRET FUNCTION

The Secret function allows you to store sensitive information, such as credit card numbers, so that only you can retrieve it.
To use the Secret function you must first set a password (see below). Then MARK✱ each individual entry you consider sensitive.

- When Secret function is on all MARK✱ED entries are invisible.
- When Secret function is off, all entries, including MARK✱ED entries are visible.

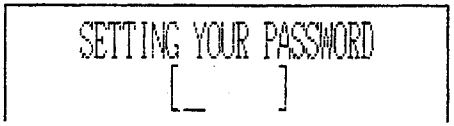
Setting a Password

Before the Secret function can be used, a password of up to 7 characters must be entered.

Important: If you forget the password, you will have to delete all MARK✱ED entries in the Organizer. Be sure to use a password that you will not forget.

1. Call up the password entry screen.

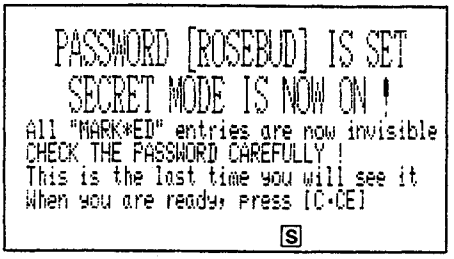
[2nd] [SECRET]



- If a password has already been set, a different display will appear. If you do not know and want to remove this password, refer to "Forgotten Passwords," page 131.

2. Type in a password, for example ROSEBUD.

ROSEBUD [ENTER]


PASSWORD [ROSEBUD] IS SET
SECRET MODE IS NOW ON !
All "MARK✱ED" entries are now invisible
CHECK THE PASSWORD CAREFULLY !
This is the last time you will see it
When you are ready, press [C•CE]
S

3. Take a good look at the password because this is the last time you will see it displayed. When you are ready, press [C·CE].

After the password is set, the Secret function is turned on automatically as indicated by [S] at the bottom of the display.

Marking an Entry as Confidential

Any entry is MARK✱ED as secret by pressing [2nd] [MARK✱] during entry or editing. ✱ will appear on the display. Such entries cannot be recalled until the Secret function is turned off by giving the correct password.

Mark the memo entry for the ABC bank account number you typed in the MEMO mode as confidential.

1. Display the entry.

   [MEMO] [v]

   ```
   ABC BANK, Chicago Branch
   Account No. 272-0011223
   ```

2. Activate the edit mode and press [2nd] [MARK✱].

   [2nd] [EDIT]
   [2nd] [MARK✱]

   ```
   ABC BANK, Chicago Branch#
   Account No. 272-0011223


   ✱
   ```

   ✱ appears at the bottom left of the display.

3. Store this entry as secret.

   [ENTER]

New entries can be stored as secret by pressing [2nd] [MARK✱] during entry.

- In the BUSINESS CARD mode, setting one person in a company as secret, makes all people in the same company secret. In this case, when you press [2nd] [MARK✱] in step 2 above, SET ALL COMPANY DATA TO SECRET? Y/N will appear. If you press [Y], all people in the same company will become secret.

Turning the Secret Function Off and On

Turning the Secret function off

While the Secret function is off, secret data is viewed in the same manner as non-secret data.

1. Call up the Secret-off display.

[2nd] [SECRET]

2. Enter the password, ROSEBUD used in the above example.

ROSEBUD [ENTER]

SECRET MODE OFF! appears momentarily and the [S] disappears from the display.
If the password you have entered is incorrect, a message INCORRECT PASSWORD! will be displayed.

Turning the Secret function on

The Secret function is enabled automatically whenever the Organizer is turned off and back on again. To turn it on manually:

1. Activate the Secret menu.

[2nd] [SECRET]

2. Select TURN SECRET MODE ON.

   1

   [S] will appear.

Retrieving Secret MARK*ED Entries

Before you can view secret MARK*ED data, turn the Secret function off. Secret MARK*ED data is recalled along with non-secret data in the different modes once the Secret function is off.

Retrieving secret MARK*ED entries directly

To search for secret MARK*ED entries directly, press [2nd] [MARK*] to display * and then press [2nd] [v] treating * as a keyword.

- This is not possible in the BUSINESS CARD mode.

Declassifying Secret Data

To declassify an entry's secret status, display the entry (after turning the Secret function off), and enter the edit mode. Press [2nd] [MARK*] to cancel * on the display and press [ENTER] to store the entry again as non-secret data.

- If you declassify an entry in the BUSINESS CARD, all other entries for the same company will become non-secret at the same time.

Removing the Password

To remove the password, turn the Secret function off, and call up the Secret menu again using [2nd] [SECRET]. Select REMOVE THE PASSWORD, type in the password, and press [ENTER]. Once the password has been removed, the secret entries remain marked but become accessible at all times, until you set another password.

Changing the Password

It is advisable to change the password on occasion for security of extremely sensitive data. To do so, first remove the current password, then set another.

Forgotten Passwords

If you have forgotten the password and simply cannot remember it, there is no choice but to delete the password along with all MARK✱ED entries.

Deleting all secret entries

Select DATA DELETION from the function menu.

[2nd] [FUNCTION] 3

Select SECRET DATA, and press [Y] to go ahead and delete all secret entries along with the password. Press any other key to cancel the deletion and leave all entries unchanged.

The Organizer has several other useful functions, namely Clip & Paste, Time/Date Stamp, Global Seek Search, and some other function.

Clip & Paste

The Clip function copies text into a temporary clipboard in which you can store up to 2048 characters of information to paste in again elsewhere. The text clipped is not deleted from the original entry but copied. This feature may be used to copy entire entries across modes, or simply to move a few words to another location within an entry.

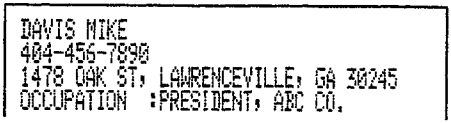
Clipping whole entries

A whole entry can be copied to the clipboard by retrieving it, pressing [2nd] [CLIP] and then [ENTER].

Copy the "Davis" telephone listing from TEL 1 in the clipboard.

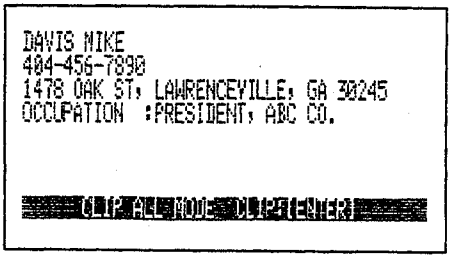
1. Retrieve the telephone listing.

[TEL]
[v]



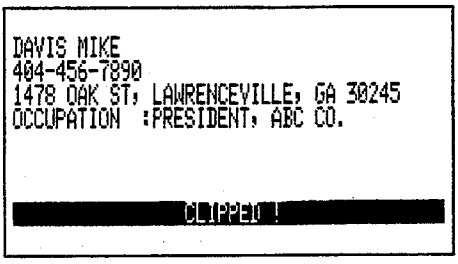
2. Activate the Clip function.

[2nd] [CLIP]



3. Copy the entire entry to the clipboard.

[ENTER]



- The clipped entry will stay in the clipboard until another entry is clipped.
- If you do not want to clip the displayed entry, press [C·CE] instead of [ENTER].

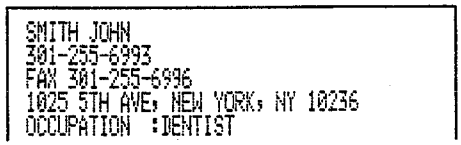
Clipping part of an entry

You can clip part of an entry by recalling it, entering the edit mode with [2nd] [EDIT], and by pressing [2nd] [CLIP].

Clip the name from the John Smith listing in TEL 1.

1. Retrieve the entry.

[TEL] [v] [v]

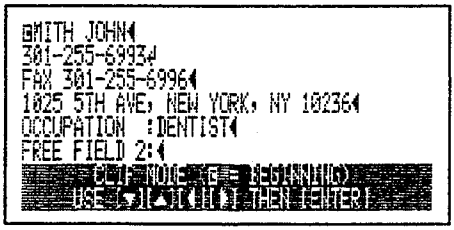


2. Activate the edit mode.

[2nd] [EDIT]

3. Move the cursor to the first character of the segment you want to clip ("S" in this case) and activate the Clip function.

   2nd CLIP



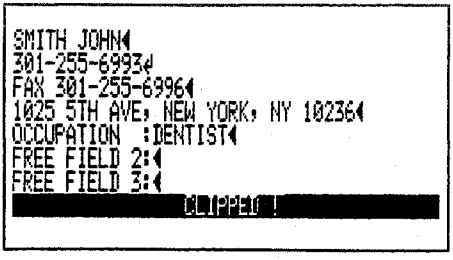
   C indicates the start of the clipping.

4. Move the cursor onto the last character to be clipped ("N" in this case).

   ▶ ▶ ...

5. Copy the name to the clipboard.

   ENTER



- If you do not want to clip here, press C·CE instead of ENTER.

Pasting the clipped entries

An entry in the clipboard can be pasted in as many times as you want. Just press 2nd PASTE at the point you want the clipped entry reproduced.

Record a date for lunch with John Smith (whose name was clipped in the above example) at 11:45 in your schedule for 20 October 1993.

1. Specify 20 October 1993 and type in the time.

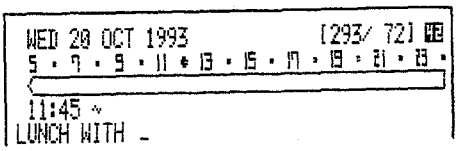
   SCHEDULE C·CE

   20101993 SCHEDULE

   1145 ENTER

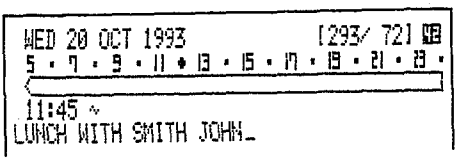
2. Type in the description of the event.

LUNCH WITH
[SPACE]



3. Paste the clipped entry "SMITH JOHN".

[2nd] [PASTE]



4. Press [ENTER] to store the entry.

- The clipboard memory is independent of the main memory and does not take up user storage space.
- Pressing [2nd] [CLIP] when the cursor is at the end of an entry during entering or editing activates the clip all mode.
- When clipping either whole or partial entries containing guidance words (like PRIORITY or FREE FIELD 5), the guidance words themselves will also be clipped out.
- In the BUSINESS CARD mode:
  - Entries clipped and pasted in to TEL mode are stored automatically without pressing [ENTER].
  - The order of fields of an entry on the display differs from the order of input. Consequently, a clipped entry cannot be used to reproduce a BUSINESS CARD entry.
  - If CHANGE COMPANY? Y/N or CHANGE DEPARTMENT? Y/N is being displayed when editing, all the items of the entry being edited will be clipped. If the CLIP mode is turned on with the cursor at the very end of an entry when editing, only the personal information of the entry will be clipped.
- In the OUTLINE mode:
  - Whole entry clipping copies an entire family, visible or invisible, into the clipboard. Select the parent topic first and clip.
    If the entire family exceeds 2048 characters, you will not be able to clip the family.
  - Partial clipping cannot span across topics.

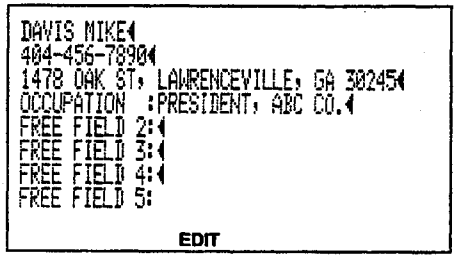
Time/Date Stamp

The local time and/or date can be easily included in your entries to help keep track of when they were made. Press [2nd] [TIME STAMP] anywhere you want in an entry and select time, date, or both. Press [C·CE] to cancel the Time Stamp menu.

Add the current date to the "DAVIS" listing in the TEL 1 directory.

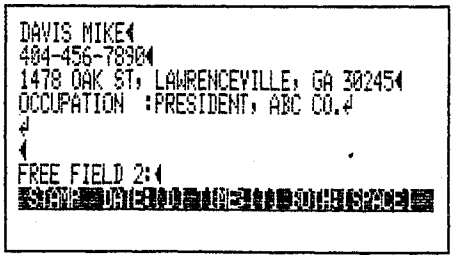
1. Retrieve the listing and activate the edit mode.

[TEL] [v] [2nd]
[EDIT]



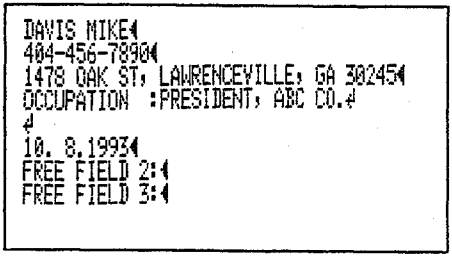
2. Move the cursor to the end of the listing, drop down a line and activate the Time/Date Stamp function.

[▼] ... [▼]
[►] ... [►]
[↵] [↵]
[2nd] [TIME STAMP]



3. Specify the date for stamping.

D



- If you want to specify the time here, press [T] instead. Press [SPACE] to stamp both the date and time.

4. Press [ENTER] to store the date together with the entry.

- Use [↵] to move the cursor to the next line before using the date and/or time.
- To cancel the Time/Stamp menu, press [C·CE].

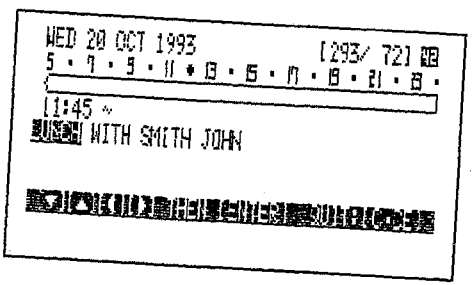
Global Seek Search

The Global Seek Search is a powerful tool for searching all other occurrences of a keyword or string in any mode or all modes (except ANN and PERIOD) of the Organizer. The search string is taken from a specified entry.

Search for every occurrence in TEL of "Smith John" as entered in SCHEDULE.

1. Recall the schedule entry which contains the search string.
2. Press [2nd] [SEEK].

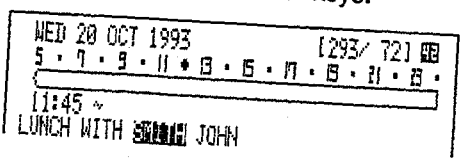
[2nd] [SEEK]



- The first word of the entry appears in reverse.

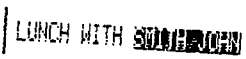
3. Select the word you want to search for using the cursor keys.

[▶] [▶]



4. Extend the search string to include the second word, JOHN, for this case.

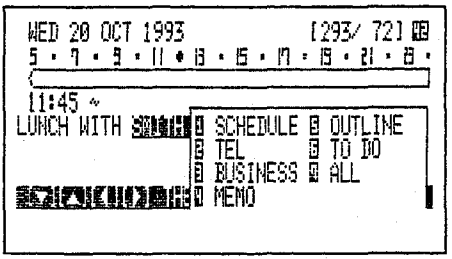
[⇧] [▶] [▶] ...



- Maximum length of search string is 40 characters.

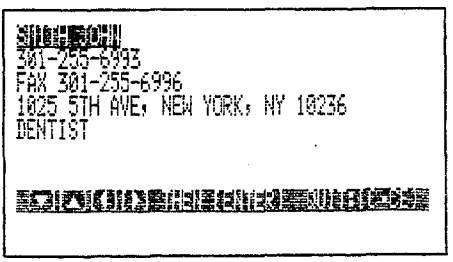
5. Press [ENTER].

[ENTER]



6. Select the scope of the search, in this case, TEL.

2



You can continue the search in the current mode by pressing [v] or [^].
To change the mode, press [ENTER] and select the desired mode.
Press [C·CE] to exit Global Seek Search.

- If you search through all modes, a list of modes containing the search string will be displayed. Press the number corresponding to the mode in the list and the entry in the selected mode will be displayed.
- No distinction is made between uppercase and lowercase.

The Function Menu

The Function menu contains 11 useful functions some of which have already been described or mentioned in the appropriate chapters. Some, however, are independent of mode, and are listed below with detailed explanations following. Press [2nd] [FUNCTION] to activate the Function menu.

MEMORY CHECK	Indicates how much memory is in use.
DAILY ALARM	Set up to 7 independent daily alarms.
USER'S DIC	A dictionary for rapid entry of words or phrases registered by the user.
LANGUAGE	Select the language for guidance and help.
SET UP	Allows setting of the date and calendar formats.
START-UP DISPLAY	Define a customized start-up display and specify whether to request the password to inhibit unauthorized use of your Organizer.

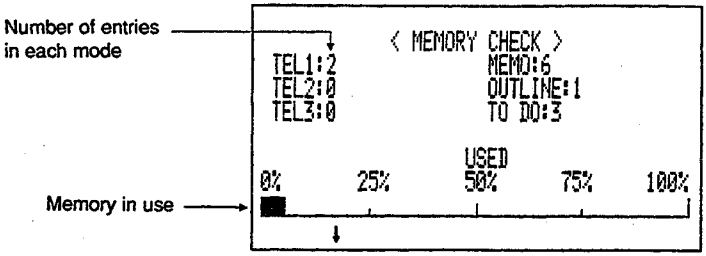
Checking remaining memory

The MEMORY CHECK function indicates how much memory is in use and the number of entries stored in each modes. All of the modes share the same memory, and it is advisable to occasionally check remaining memory to know when to delete unnecessary data.

Select MEMORY CHECK from the Function menu.

[2nd] [FUNCTION]

1



To see the modes not on the display, press [v]. Use [^] to scroll back the screen.
Press [C·CE] to exit.

- When the graph indicates almost 100% usage, delete unnecessary data to make room for new entries.

Daily alarms

Up to 7 daily alarms can be set just like 7 regular alarm clocks. Each may be independently set or canceled and they can be all muted together (along with any schedule alarms) for when you must not be disturbed.

🔔 must be displayed for alarms to sound. Press [2nd] [🔔] to cancel or display 🔔.

Setting daily alarms

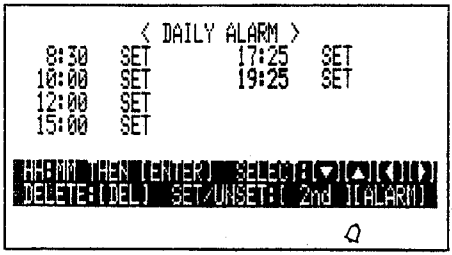
Set alarms to sound six times a day at 8:30, 10:00, 12:00, 15:00, 17:25, 19:25.

1. Select DAILY ALARM from the Function menu.

[2nd] [FUNCTION]
5

2. Type in the alarm times.

0830 [ENTER]
1000 [ENTER]
1200 [ENTER]
1500 [ENTER]
1725 [ENTER]
1925 [ENTER]



After each time has been entered, the displayed time will blink and SET will appear, indicating that the alarm time has been set.

3. Press [C-CE] to exit when finished.

Canceling alarms

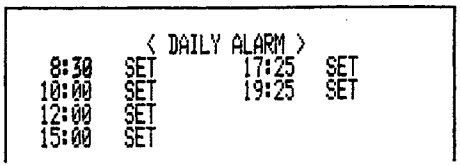
Individual alarm can be canceled or reset by pressing [2nd] [ALARM] when it is flashing.

Cancel the alarm set for 10:00.

1. Select DAILY ALARM from the Function menu.

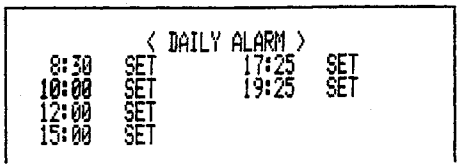
[2nd] [FUNCTION]

5



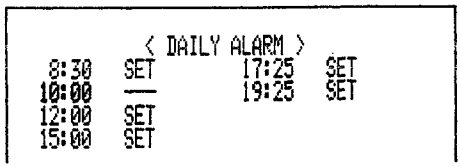
2. Select the alarm to cancel using the cursor keys.

[▼]



3. Cancel it.

[2nd] [ALARM]



- Press [2nd] [ALARM] again to reset the alarm.

Editing daily alarms

To edit an alarm, select it using [▼] and [▲], press [2nd] [EDIT] to activate the edit mode, and edit the time or press [C-CE] to enter the new one. Press [ENTER] to store the changes or [C-CE] twice to leave the alarm time as it was.

Deleting daily alarms

To delete an alarm, select it using [▼], [▲], [◄], and [►] and press [DEL]. Press [Y] to confirm the deletion.

The user dictionary

Frequently used words, phrases, and sentences can be stored in the user dictionary and recalled when needed to save time for entry in any mode.

The words, phrases, and sentences stored in the user dictionary are stored on pages of 5 entries arranged alphabetically from A to Z, with entries beginning with a number, symbol, or special character are on a page(s) preceding these.

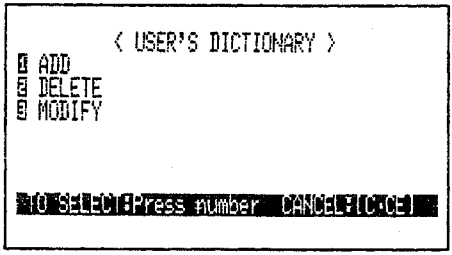
Storing data in the user dictionary

Store "MEETING ROOM NO.", "MEETING WITH", and "NEW JERSEY" in the user dictionary.

1. Select USER'S DIC from the Function menu.

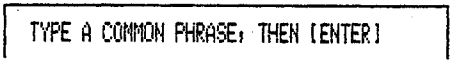
   [2nd] [FUNCTION]

   6



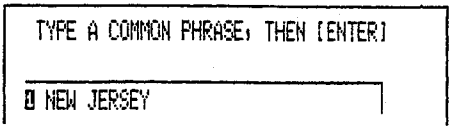
2. Select ADD.

   1



3. Add the new phrases to the dictionary.

   MEETING ROOM NO.
   [ENTER]
   MEETING WITH
   [ENTER]
   NEW JERSEY [ENTER]



These entries will be stored on the M and N pages. An entry can be up to 32 characters long.
After all entries have been made, press [C·CE] to return to the User dictionary menu, and again to exit the user dictionary function.

- Entering anything into the user dictionary twice will create two identical entries unnecessarily using up memory.

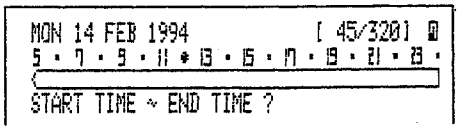
Recalling dictionary entries

Press [USER DIC] any time when making or editing an entry to recall an item from the dictionary. Use [∧] and [∨] to step through pages until you reach the entry you want, and press the number corresponding to the entry. Alternatively, press a letter key to jump to the first page of that letter directly.

Enter MEETING ROOM NO. 202 for the 14 February 1994 schedule.

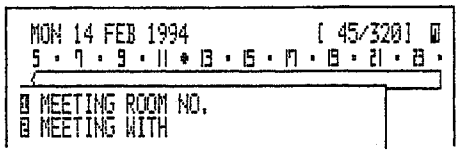
1. Select the SCHEDULE mode and display 14 February 1994.

[SCHEDULE] [C·CE]
[C·CE] 14021994
[SCHEDULE]



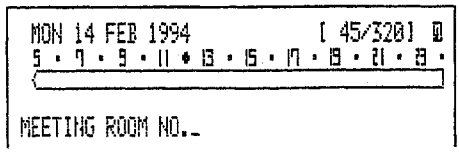
2. Recall the user dictionary page M.

[USER DIC] M



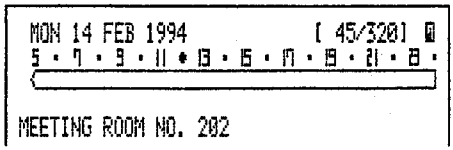
3. Select MEETING ROOM NO. from the list.

1



4. Add 202 and store the entry.

SPACE 202 ENTER



- Entries beginning with a special symbol or a number cannot be accessed directly by pressing that symbol or number.
- Accented characters such as Ä and Ç are stored on the A and C pages, respectively.

Editing dictionary entries

To edit a dictionary entry,

1. Select MODIFY from the User dictionary menu.
2. Recall the entry to edit and select it by its number.
3. Make any necessary changes.
4. Press ENTER to store the entry.

Deleting dictionary entries

Select DELETE from the User dictionary menu, recall the entry to be deleted and press its corresponding number.

- The Organizer does not ask for confirmation before deleting dictionary entries.

Guidance language

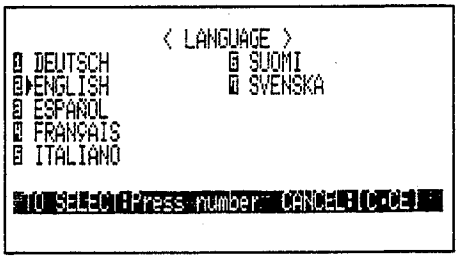
The Organizer can give help and guidance in any of German, English, Spanish, French, Italian, Finnish, or Swedish.

When you change the guidance language, the HOME city automatically changes according to the selected language, the WORLD city is reset to New York, and all DST settings are canceled. Set the guidance language before the HOME and WORLD clocks.

Select LANGUAGE from the Function menu.

2nd FUNCTION

∨ 1



Select the language, or press C·CE to leave it unchanged.

When you change the guidance language, the HOME city automatically changes according to the selected language as shown in the table below. (The HOME time also changes to follow suit.)

GERMAN	ENGLISH	SPANISH	FRENCH	ITALIAN	FINNISH	SWEDISH
FRANKFURT	LONDON	MADRID	PARIS	ROME	HELSINKI	STOCKHOLM

- If you change the guidance language, the following are also reset:
  - Free field names.
  - WORLD clock favorite city list.

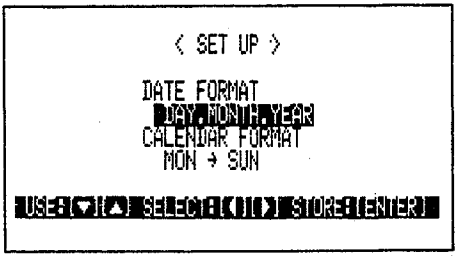
Date/Calendar format

The Organizer usually expresses dates as DAY.MONTH.YEAR and displays the weeks on the calendar from Monday to Sunday. Dates can also be expressed as MONTH/DAY/YEAR and the weeks displayed from Sunday to Saturday if preferred.

Select SET UP from the Function menu.

2nd FUNCTION

9



Use [▼] and [▲] to highlight the date or calendar format in reverse, and [►] or [◄] to switch between options. Press [C-CE] to exit when you finish.

Start-up display

By defining the start-up display, your Organizer will announce your name, address and telephone number every time it is turned on. If you choose, the Organizer will ask for the secret entry password before permitting access to any function.

Enter the following as an example without setting an access password.

HAMILTON OLIVIA
105-663-9521
701 BROADWAY, NEW YORK, NY 10012

1. Select START-UP DISPLAY from the Function menu.

   [2nd] [FUNCTION]
   0

```
< START-UP DISPLAY >
START-UP DISPLAY: ON OFF
ASK FOR PASSWORD AT START-UP: ON OFF
OWNER          :
TEL NUMBER     :
ADDRESS        :

USE:[▼][▲] SELECT:[◄][►] STORE:[ENTER]
```

2. Turn the START-UP DISPLAY on.

   [◄]

```
START-UP DISPLAY: ON OFF
```

3. Leave the password option off.

   [▼]

```
START-UP DISPLAY: ON OFF
ASK FOR PASSWORD AT START-UP: ON OFF
```

If no password has been stored, the start-up display will not prompt you for one, regardless of the ASK FOR PASSWORD AT START-UP option.

4. Type in the name, telephone number, and address.

[▼] HAMILTON OLIVIA
[▼] 105-663-9521
[▼] 701 BROADWAY,
..... NY 10012

```
          < START-UP DISPLAY >
START-UP DISPLAY: ON  OFF
ASK FOR PASSWORD AT START-UP: ON OFF
OWNER          :HAMILTON OLIVIA
TEL NUMBER     :105-663-9521
ADDRESS        :701 BROADWAY, NEW YORK
                NY 10012_
USE ↑ ↓ TO SELECT AND PRESS ENTER
```

The name and telephone number can be up to 22 characters, and the address up to 44 characters. You cannot use the new line [↵] here.

5. Press [ENTER].

Turn the power off and on again to confirm that the start-up display appears as you have set. Press the mode key for the mode you want.

The password for access is the same as that used to protect secret entries. If you set the password option to ON, and have a password set, the following display will appear.

```
THIS ORGANIZER          AUG 1993
BELONGS TO              M T W T F S S
HAMILTON OLIVIA                   1
105-663-9521            2 3 4 5 6 7 8
701 BROADWAY, NEW YORK  9 10 11 12 13 14 15
NY 10012                16 17 18 19 20 21 22
TUE 10 AUG 1993         23 24 25 26 27 28 29
ENTER PASSWORD _        30 31
```

Enter the password and press [ENTER].
Press the mode key for the mode you want.

The expansion options of the Organizer are extensive. Data can be printed out to get a hard copy and information can be transferred for backup or to integrate the Organizer into an information network.

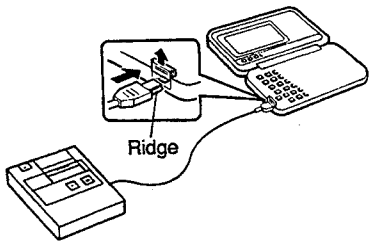
Printing Out

Using the optional CE-50P printer you can make a hard copy of any or all entries in your Organizer.

Connecting the printer

The printer is connected to the 4-pin option port on the left side of the Organizer. Make sure to turn both the printer and Organizer off before plugging the printer in.

1. Turn off both the Organizer and printer.
2. Lift up the option port cover.
3. Plug in the printer interface cable. Note the ridge located on one side of the plug to ensure it is inserted the right way.
4. Turn on the printer and Organizer. (Refer to the printer manual for details on supplying power to the printer.)



- Do not plug the printer in the wrong way. Valuable data stored in your Organizer may be lost.

Printing

There are four ways to print out.

- Display print out.
- Single entry print out.
- Current and subsequent entry print out.
- Whole file print out.

- Entry and file print out is only possible for the SCHEDULE, TO DO, TEL, BUSINESS CARD, OUTLINE and MEMO modes. As the printer can only print 16 characters per line, you may wish to break entries into lines of 16 characters or less by inserting ↵ characters, to enhance readability of printouts.
- Secret data can only be printed out with the Secret function off.
- Press [ON] to interrupt printing. Any other key press is ignored.
- If you receive the message I/O DEVICE ERROR, check the printer interface cable is connected correctly and that the printer has power and is turned on.
- When powering the CE-50P printer with the EA-23E AC adapter, data with highlighted characters may not be printed out. To print such data, disconnect the AC adapter and power the printer with batteries.

Display print out

Almost any display you can see on your Organizer can be printed out exactly as it stands. The only exceptions are momentary displays and Y/N displays. Simply press [2nd] [PRINT] at the display you want to print out.

Single entry print out

Any entry from the SCHEDULE, TO DO, TEL, BUSINESS CARD, OUTLINE and MEMO modes can be printed out. Simply recall the entry and select PRINTER from the Option menu.

Print out John Smith's address and phone number.

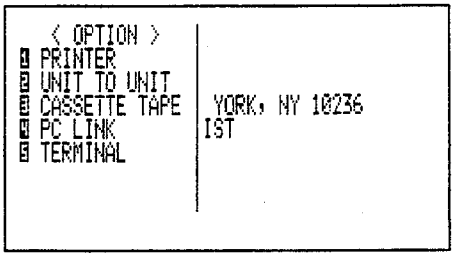
1. Recall the listing.

   [TEL] SMI [∨]

```
SMITH JOHN
301-255-6993
FAX 301-255-6996
1025 5TH AVE, NEW YORK, NY 10236
OCCUPATION :DENTIST
```

2. Activate the Option menu . . .

2nd OPTION



3. And print it out.

1

Current and subsequent entry print out

The current and all subsequent entries in any of the SCHEDULE, TO DO, TEL, BUSINESS CARD, OUTLINE and MEMO modes can easily be printed out together.

1. Recall the starting entry.
2. Activate the Option menu.
3. Press 2nd 1 to begin printing.

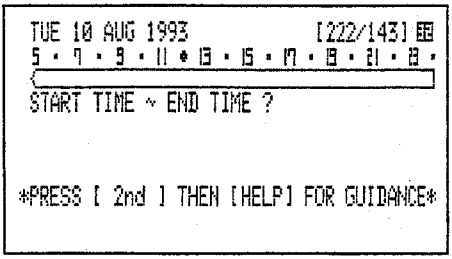
Whole file print out

To print out whole files or directories, go to the initial entry display of the mode you want to print out and select PRINTER from the Option menu. Note that TEL 1, TEL 2 and TEL 3 are treated as separate files.

For example, print out all scheduled items.

1. Go to the initial entry display.

SCHEDULE



2. Print them all out.

   [2nd] [OPTION] 1

- Press [ON] to interrupt printing.

Transferring Data

There are 3 possibilities for transferring entries to or from the Organizer (aside from printing out described previously). Some are useful for backup and others for transferring to other information handling devices. The following table lists the possibilities and limitations.

Transfer device	Available transfer modes (S = Single entry, F = Whole file, A = All entries)	Main applications
Another Organizer	S, F	Exchanging data with other units.
Cassette tape	F	Inexpensive backup.
Personal computer (PC)	S, F, A	Backup, archiving, printing and emulation of the Organizer on a computer.

- Loading data using the F transfer mode overwrites all previously existing entries in the mode.
- Depending on the PC transfer software, entries can be appended without overwriting in all modes of transfer from a personal computer.
- Auto power-off is disabled by some transfer modes. Enter the transfer mode just prior to transfer to conserve battery power.
- There are some restrictions due to incompatibility of supported modes, maximum entry length, etc. For details, see "Data Transfer Restrictions" on page 179.

Organizer to Organizer

Data can be transferred directly to or from another Sharp Organizer by connecting them with the optional CE-300L or CE-200L cable. Compatible models include the IQ-8000, IQ-7000, ZQ-6000, ZQ-5000 and ZQ-2000 series. Data from the SCHEDULE, TO DO, TEL, BUSINESS CARD, OUTLINE and MEMO modes can be transferred.

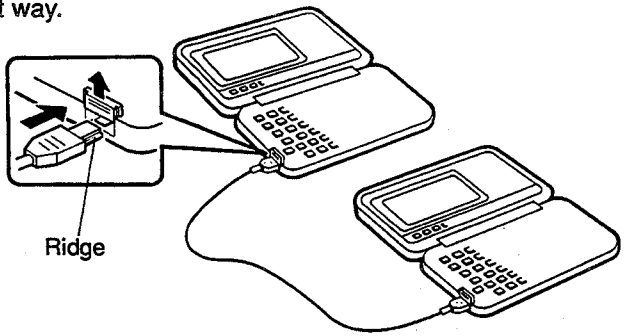
However there are a few restrictions when exchanging with a different model:

- The mode from which entries are to be transferred must be supported by the receiving Organizer.
- TEL and BUSINESS CARD free field names cannot be transferred.
- As the line lengths are different, the layout of data transferred between this Organizer and the IQ-7000, ZQ-5000 or ZQ-2000 series Organizer will change. Edit them afterwards to format to your liking.

For details, see "Data Transfer Restrictions" on page 179.

Preparing for transfer

1. Turn both units off.
2. Lift up the option port cover.
3. Plug the interface cable into the 4-pin option ports of each unit. Note the ridge on one side of the plug to ensure it is inserted the right way.



- Do not plug the interface cable in the wrong way. Valuable data stored in your Organizer may be lost.
- Disconnect the interface cable as soon as you finish transfer to conserve battery power.

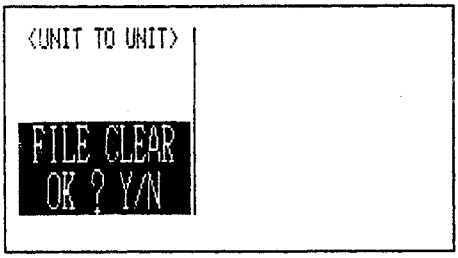
Transferring and verifying data

Single entries or whole files from the SCHEDULE, TO DO, TEL, BUSINESS CARD, OUTLINE or MEMO modes may be transferred and then verified to check the accuracy of the transfer.

1. Set both Organizers to the same mode.

2. Transferring single entries:
   Recall the entry to transfer on the sending unit.
   Transferring whole files:
   Press [C·CE] to go to the initial entry display for the mode on both units. In the SCHEDULE mode, this is the START TIME entry prompt for the IQ-8000 and ZQ-6000 series Organizers and the date entry display for the IQ-7000, ZQ-5000 and ZQ-2000 series Organizers.
3. Select UNIT TO UNIT from the Option menu on both units.
4. Select RECEIVE or VERIFY for the receiving unit and SEND for the sending unit.

Before transferring whole files, the following display will appear on the receiving unit.
Press [Y] to start transfer clearing all previously stored entries in the file.



- Press [ON] to interrupt transfer. All other keys are ignored.
- Receiving and verifying are done in the same manner. It is wise to verify data after transfer.
- To transfer whole files or secret entries, the Secret function must be off on both units.
- If you get the message I/O DEVICE ERROR, check the interface cable is connected and both units are turned on.
- If the sending and receiving units are not set to the same mode, DATA ERROR will occur.
- The directories TEL 1, TEL 2 and TEL 3 are interchangeable, i.e., TEL 1 listings can be transferred to TEL 3 etc.
- ERROR displayed after verifying means the data on the two units does not match.
- If the TO DO mode categories exceed 32 after a single entry transfer, MEMORY FULL will appear.

Cassette tape storage

The CE-50P printer also provides interface to a cassette recorder. Information can be stored cheaply on ordinary audio cassettes to backup your Organizer's memory. Only whole file transfers can be made. Single entry and all entry transfers are not possible.

Cassette recorders and tapes

Some poor quality cassette recorders may not be suitable for data storage, but generally any simple monophonic cassette recorder with recording facilities will suffice. However, before depending on the data you store, always check its reproducibility by verifying it after transfer. (Do not load it again as it may fail leaving you with lost data.)

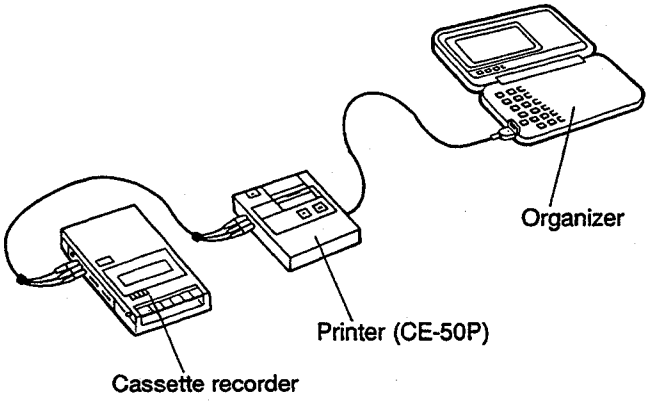
- If your cassette recorder has a mixing feature, deactivate it.
- You may have to experiment with the volume and tone settings to find the optimum conditions for transfer. Verify over and again until you have success.
- A cassette recorder with a "Remote" feature provides convenient control over operation from the Organizer.
- Use the same cassette recorder to playback (load) as you did to record (save) to minimize variation.
- If the file you want to transfer is too big, ordinary audio cassettes may not be long enough.

Some hints

- Keep the record/playback head clean.
- Use good quality, type I cassettes.
- Jot down the starting position of your data from the tape counter to help locate it again later.

Setting up

1. Turn off the Organizer, printer and cassette recorder.
2. Connect the printer to the Organizer (see page 149).
3. Connect the cassette recorder to the printer as described in the cassette recorder and printer operation manuals.



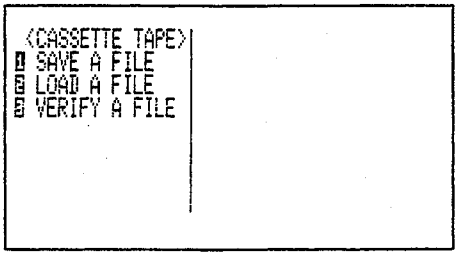
4. Put a blank tape in the cassette recorder, reset the counter and press play for about 5 seconds to move past the leader.
   - If you are using the remote feature, switch the REMOTE switch of the printer to OFF to operate the cassette recorder manually.
5. Switch the REMOTE switch on.
6. Turn on the cassette recorder, printer and Organizer, and turn the Secret function off.

- If you get the message I/O DEVICE ERROR upon attempting transfer, check the connections and that the printer and cassette recorder are turned on.

Saving data

Data is stored on the tape along with a filename of up to 8 characters to facilitate loading the file you want later.

1. Go to the initial entry display for the mode you want to backup.
2. Select CASSETTE TAPE from the Option menu.



3. Select SAVE A FILE and enter the filename.
   (Leave the space blank if you do not wish to specify a filename.)
4. Set the cassette recorder to record.
5. Press [ENTER] to begin saving.

- Press [ON] to interrupt transfer.
- It is wise to verify the recorded data after transfer before you depend on it.

Verifying data

When verifying or loading data, the Organizer will go through any files stored on the tape until it finds the one which matches the filename you specify. Just press [ENTER] without a filename to verify or load the first file found.

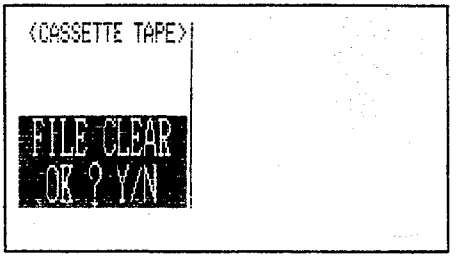
1. Activate the mode to verify.
2. Select CASSETTE TAPE from the Option menu.
3. Select VERIFY A FILE.
4. Enter the filename (or none to verify the first found).
5. Set the cassette recorder to play.
6. Press [ENTER] to search for the file and verify.

- Press [ON] to interrupt the comparison.
- ERROR will be displayed if the files do not match.

Loading data

Remember, all data in the mode activated will be wiped out! Make sure you have verified the data first.

1. Activate the mode to load into.
2. Select CASSETTE TAPE from the Option menu.
3. Select LOAD A FILE.



4. Press [Y] to go ahead, any other key to leave memory intact.
5. Enter the filename (or none to load the first found).
6. Set the cassette recorder to play.
7. Press [ENTER] to search for the file and load.

- Press [ON] to interrupt transfer.

PC link

With Sharp's Organizer Link software and cable package, you can exchange data with a personal computer. The many benefits include:

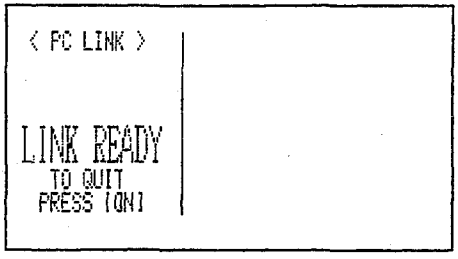
- Backup of Organizer data to a hard drive or floppy disk.
- Printing Organizer data on a standard printer.
- Archiving schedule data.
- Data creation and editing on the computer for transfer to your Organizer.

The link is made via the 15-pin computer-link port on the left side of the Organizer using an interface cable to suit your computer. See the Organizer link manual for connection and software operating details.

Preparing the Organizer

1. Select PC LINK from the Option menu.

[2nd] [OPTION] 4



- Press [ON] to break the link. All other keys are ignored.
- While the PC link function is active, your Organizer's batteries are powering the interface circuitry. Only make the link when you are ready to transfer data and break it as soon as you are finished.

Terminal Function

The Terminal function allows the Organizer to be used as a computer terminal. This means you can link up to another Organizer or to a computer system exchanging data over the telephone lines with say a bulletin board service (BBS) or an information retrieval service (IRS). While on-line, you can send and receive messages using the keyboard and display, and receive (download) files from the remote computer or send (upload) files to the remote computer.
For the purpose of introduction, let's assume you want to connect to CompuServe®, a very popular information network.

* CompuServe is a registered trademark of CompuServe Incorporated.
* Hayes is a registered trademark of Hayes Microcomputer Products, Inc.
* MNP is a registered trademark of Microcom, Inc.

Setting up

Before you can connect to CompuServe, you must set up both the Organizer and some external hardware.

Setting up the hardware

To connect the Organizer to the telephone line, you need a Hayes-compatible modem and an RS-232C level converter interface cable Sharp CE-130T or CE-131T. If you use the CE-131T level converter, you will also need a null-modem adapter, a common accessory available through most computer dealers, configured according to the table on the right. (Only one of these models may be available in certain countries.)

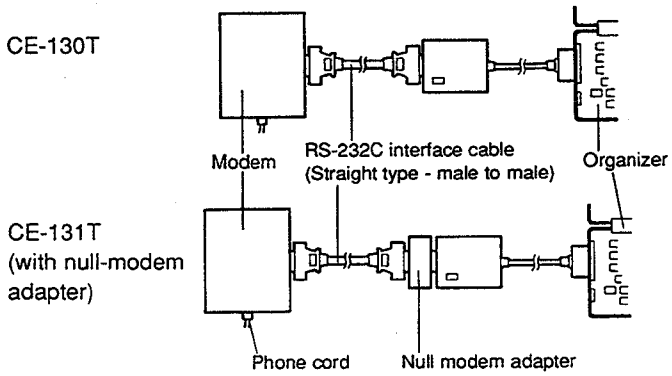
Null-Modem Pin Configuration

1	—	1
2	—	3
3	—	2
4	—	5
5	—	4
6, 8	—	20
7	—	7
20	—	6, 8

- Disconnect the level converter from the Organizer when not in use as it will drain the Organizer's batteries.
- If your telephone line has a call waiting feature, you may get data errors or spurious characters on the screen when someone tries to call you while you are connected to a remote terminal. In some areas you are able to temporarily disable this feature before linking up to the remote computer. Contact your local telephone company for details.

Attaching the modem

Attach the modem to the Organizer's 15-pin computer-link jack as shown in the diagram below. Use a straight male-to-male RS-232C interface cable to connect the level converter to the modem plus the null-modem adapter if you are using the CE-131T.



For more details on the connection to the phone line, refer to the modem operation manual.

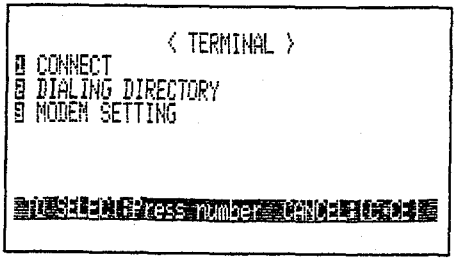
- Use of an improper modem cable may damage the RS-232C level converter and/or the Organizer itself.

Setting up the Organizer

Both the modem and the remote system, in this case CompuServe, have certain communications protocols which must be observed if things are to go smoothly. These protocols, and some other options, are called the configuration and must be told to the Organizer before attempting to link up. The configurations for most BBSs and IRSs are much the same as for CompuServe so you do not have to set most of them. If you need to, however, there are more detailed technical explanations at the end of this chapter.

Once you have attached the modem, press [2nd] [OPTION] to display the Option menu and select TERMINAL.

2nd OPTION 5



This is the terminal main menu.

CONNECT	Dial a telephone number, connect to the remote system, and enter terminal mode.
DIALING DIRECTORY	Set up configuration for the remote system including the telephone number, communications parameters and logon script.
MODEM SETTING	Set the initial modem configuration.

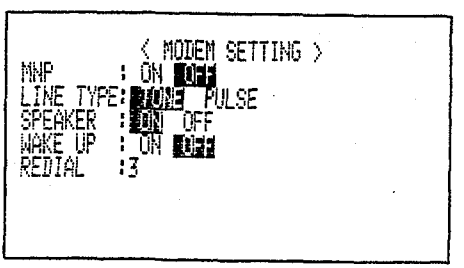
- You must have at least 2 Kbytes (2048 characters) of main memory in the Organizer to enter terminal mode. If memory is insufficient, the message MEMORY FULL will appear briefly on the display.

We will look at each of these in reverse order.

Modem setting

Select MODEM SETTING from the terminal main menu.

3



This is the modem setting menu.

MNP	(Microcom Network Protocol) is an anti-error communications protocol supported by some modems.

If your modem supports it, you may wish to set this to ON.

LINE TYPE — Set this according to whether the local phone line uses tone or pulse dialing.

SPEAKER — If turned on, you can hear the connection process as your modem tries to make contact with the remote system. The sound will automatically turn off after connection is made.

WAKE UP — If set to ON, the Organizer will be automatically turned on and put into terminal mode when accessed by a remote system. This function requires the appropriate PC software and hardware.
This function cannot be used with the CE-130T/CE-131T and data in the Organizer cannot be accessed if you have set a password for the start-up display.

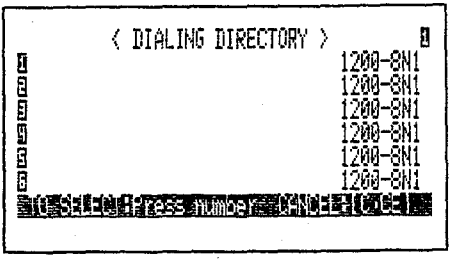
REDIAL — The number of times the Organizer will attempt to redial a number if unsuccessful before giving up. It can be set to any value in the range 0–99.

Of these, only the line type is really important, all the other settings can be left at their default values. If you have a pushbutton phone and hear tones when you dial, then you have tone phone. If you have a rotary dial phone or hear a clicking sound when you dial, then you have a pulse telephone. Refer to the modem operation manual for further details.
Press [ENTER] when you are finished until you return to the terminal main menu.

Dialing directory
The dialing directory contains all the configuration information needed to connect and logon to the remote computer as well as the telephone number of the connection point.

Select DIALING DIRECTORY from the terminal main menu.

2

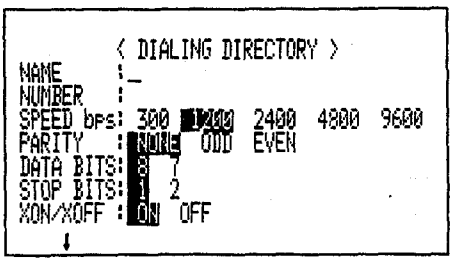


The directory can hold up to 18 entries arranged in 3 pages of six. The page number is indicated in reverse in the top right corner of the display. Use [v] or [^] to step through the pages. As you probably have no entries yet, the directory is empty. Let's enter the configuration for CompuServe assuming CompuServe expects the following parameters:

Telephone number	412 4325
Speed	1200 bps
Parity	Even
Data bits	7
Stop bits	1

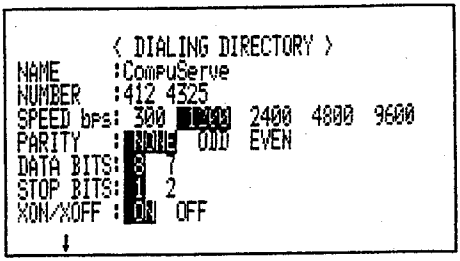
1. Select entry number 1 from page 1 of the dialing directory.

1


〈 DIALING DIRECTORY 〉
NAME :
NUMBER :
SPEED bps: 300 1200 2400 4800 9600
PARITY : NONE ODD EVEN
DATA BITS: 8 7
STOP BITS: 1 2
XON/XOFF : ON OFF

2. Enter the name for your reference, and the telephone number of the nearest connection point (contact CompuServe or refer to a computer magazine for the number and other details on use).

CompuServe [ENTER]
412 4325 [ENTER]

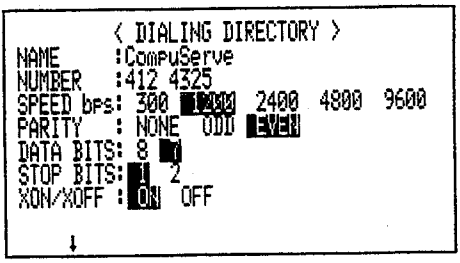

〈 DIALING DIRECTORY 〉
NAME :CompuServe
NUMBER :412 4325
SPEED bps: 300 1200 2400 4800 9600
PARITY : NONE ODD EVEN
DATA BITS: 8 7
STOP BITS: 1 2
XON/XOFF : ON OFF

Each of these may be up to 30 characters long, however, certain characters in the telephone number have special meaning for the modem when dialing. Please refer to the modem manual for details.

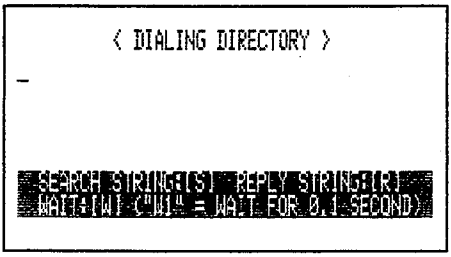
- If you are calling from a private PBX telephone system, you may have to dial 9 or some other number to get an outside line before dialing the number you want. Usually the PBX system takes a second or 2 to get the outside line, so if the modem sends the number you are dialing too quickly, the first couple of digits can be lost. A comma in a telephone number tells the modem to wait when dialing to avoid this problem. In this case, for example, you would use the number 9,412 4325.

3. Leaving SPEED bps unchanged, set PARITY to EVEN and DATA BITS to 7.

[ENTER] [▶] [▶]
[ENTER] [▶]


〈 DIALING DIRECTORY 〉
NAME :CompuServe
NUMBER :412 4325
SPEED bps: 300 1200 2400 4800 9600
PARITY : NONE ODD EVEN
DATA BITS: 8 7
STOP BITS: 1 2
XON/XOFF : ON OFF

4. Press [▼] or [ENTER] until you reach the display below. The options you skip over may be left at their default settings.



This is the automatic logon information entry display. By entering the logon information for the remote computer, you can facilitate auto-logon to speed up the connection time and save you having to remember your logon information. This is not essential so let's skip it for now. Refer to "Auto-logon" on page 167 for more details.
Press [ENTER] again, and that completes the entry for CompuServe, returning you to the terminal main menu.

- Any of the information entered can be edited later simply by selecting the entry again from the dialing directory.

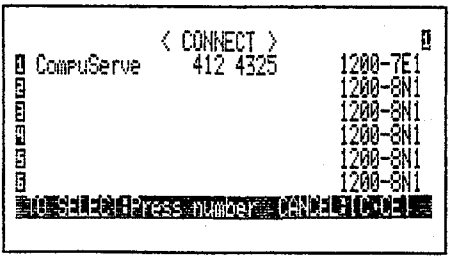
Dialing out

Once you have set up all the hardware and software settings you are ready to call up the remote computer and connect. Once you are connected, all the characters you enter will be sent to the remote system except for [MENU] and [ON].

- Press [ON] to disconnect from the remote computer.
- The auto power-off function of the Organizer is disabled while connected. Be sure to press [ON] when you are finished.

1. Select CONNECT from the terminal main menu. If you entered the example above, the display should look something like this:

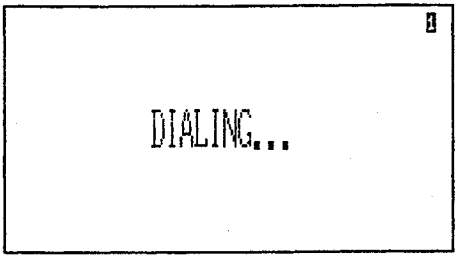
1



The numbers on the left are of course the index for your choice, then there is the name, number and finally the major parameters for each of the remote computers in the directory. The 1200-7E1 means 1200 bits per second, 7 data bits, even parity and 1 stop bit.

2. Select the system you want; in this case CompuServe – page 1, number 1.

1



The Organizer is now dialing the number you specified for CompuServe. The number in the top right-hand corner is how many times the Organizer has dialed the number.
You should now be greeted by CompuServe, which will give you some information about itself and ask you for some about yourself before continuing. Most bulletin boards have online help should you require any assistance.

- If something has gone wrong with setting up and the Organizer can not make the connection, you will get the message MODEM SET UP FAILED! PRESS [ENTER]. Press [ENTER], and check the settings in the dialing directory, and the modem power and connections.
- If you have made connection but the characters are coming out garbled or otherwise misinterpreted, refer to "Troubleshooting" on page 175.

Hanging up

When you are finished, you must hang up to end the call.

1. Give the logoff command (the BBS will tell you what it is) and press [ENTER].
2. Press [ON] to exit terminal mode and return to the terminal main menu.

Receiving calls

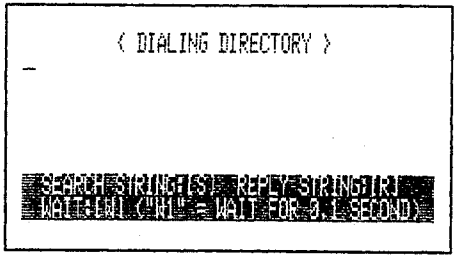
You may also want to receive a call from another computer or Organizer.

1. Enter the configuration you want for receiving the call into the dialing directory, but leaving the telephone number blank.
2. Enter the terminal mode by selecting this configuration from the dialing directory.
3. Enter ATS0=1 and press [ENTER]. This sets the modem for auto-answer after 1 ring. The modem will respond with OK after you press [ENTER] and wait for the next incoming call.

Auto-logon

To save you the monotonous task of logging on every time you connect to a host, you can program the Organizer to do it for you automatically.

1. Choose the entry you want to automate from the dialing directory.
2. Go to the last item of the configuration by pressing [▼] or [ENTER] until the display below appears.



This is the auto-logon entry display. You can program the logon procedure using the following 3 commands:

Wx Wait x tenths of a second where x is between 1 and 65536, e.g., W2 means wait 0.2 second.

Sy Search for string y, e.g., SUSER ID means wait for the string "USER ID" before continuing to the next command.

Ry Reply with string y, e.g., RJACK SPRAT¦ means send the string "JACK SPRAT" followed by a carriage return.

Setting Up Auto-Logon to an Online Service

```
< DIALING DIRECTORY >
W5
R^C
SUser ID:
R12345,6789¦
SPassword:
RMyPassword¦
```

The first letter always begins with a W, R or S.

5 indicates 0.5 seconds.

^C, read "control-C," is used to tell the remote computer that you are here. It is not always necessary but for some cases it is.

Here we are replying to the *User ID:* question with a valid ID number. Be sure to end each reply string with a carriage return designated by ¦ (found in the SMBL list).

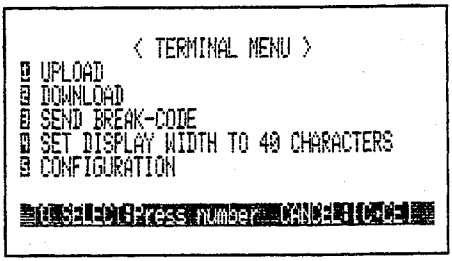
"User ID:" is what the remote host asks you. *Here we are telling the* Organizer to search for the message "User ID:" and then answer it with a reply string (see next line).

The ¦ is used to send a carriage return indicating the end of the line.

- Press [↵] after entering each command line and [ENTER] when finished.
- Check with the online service you wish to use to determine its exact logon requirements.

Online

Once you are online in terminal mode, anything you enter on the keyboard is sent to the remote computer and anything the remote computer sends to you appears on the display. There are also some other functions available on the terminal menu. Press [MENU] while in terminal mode.



UPLOAD	Enables you to send any MEMO entry to the remote computer.
DOWNLOAD	Lets you receive a file sent by the remote computer as a MEMO entry.
SEND BREAK-CODE	Sends a break code to get the attention of the remote computer or to interrupt a program.
SET DISPLAY WIDTH TO 40 CHARACTERS	Switches the display between a real 40-chr/line display and a virtual 80-chr/line display.
CONFIGURATION	Enters the terminal configuration menu while online.

Uploading

To upload a file means to send it to the remote terminal. The Organizer can upload any memo entry which you have entered previously.

1. Select UPLOAD from the terminal menu and an index of the titles of your memos will appear.
2. Use [v] and [^] to find the memo you want and select it for upload by its index number.
3. Press [ENTER] to go ahead with the transfer, or [C-CE] to cancel.

Downloading

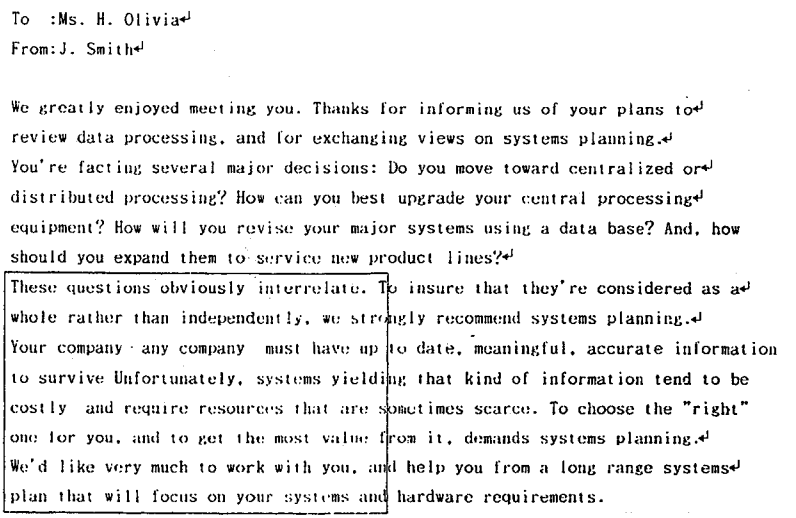
To download a file means to receive a file sent by the remote terminal. A downloaded file is stored as one or more MEMO entries.

1. Select DOWNLOAD from the terminal menu. The Organizer will display any received data on the display at the same time as storing it as a MEMO entry.
2. When the download is finished or you have received all the information you want, press [MENU] again and select STOP DOWNLOAD.

- Memo entries may be a maximum of 2048 characters long. If an attempt is made to download more than this, more than one entry will be created.

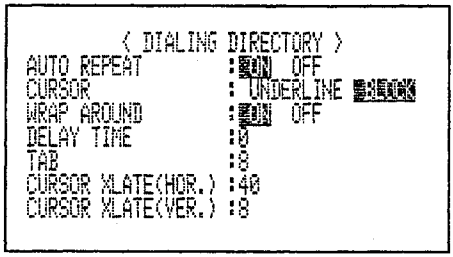
Terminal emulation

The Organizer emulates the TTY standard, which is the most basic and widely supported terminal standard. Refer to the users guide for the network you are using.
The terminal mode supports a virtual 80 × 24 display, as shown below.


To :Ms. H. Olivia
From:J. Smith
We greatly enjoyed meeting you. Thanks for informing us of your plans to
review data processing, and for exchanging views on systems planning.
You're facing several major decisions: Do you move toward centralized or
distributed processing? How can you best upgrade your central processing
equipment? How will you revise your major systems using a data base? And, how
should you expand them to service new product lines?
These questions obviously interrelate. To insure that they're considered as a
whole rather than independently, we strongly recommend systems planning.
Your company - any company - must have up to date, meaningful, accurate information
to survive Unfortunately, systems yielding that kind of information tend to be
costly and require resources that are sometimes scarce. To choose the "right"
one for you, and to get the most value from it, demands systems planning.
We'd like very much to work with you, and help you from a long range systems
plan that will focus on your systems and hardware requirements.

As the Organizer's display is only 40 × 8 characters, it is used as a window to view the larger screen. Use [⇧] in combination with [▲] [▼] [►] [◄] to shift the window around the display or [⇧] [ENTER] to jump directly to the cursor position when input has stopped to get the whole picture.

The number of characters these keys shift the window by is set for each entry in the dialing directory. There are also some other settings in the dialing directory specific to terminal emulation:



AUTO REPEAT	Keys will automatically repeat when held down if set to ON.
WRAP AROUND	Incoming lines exceeding 80 characters will automatically continue at the beginning of the next line if set to ON.
TAB	The number of spaces an incoming tab character will be translated to (maximum 80).
CURSOR XLATE(HOR.)	The number of characters the window shifts in the horizontal direction (maximum 80).
CURSOR XLATE(VER.)	The number of characters the window shifts in the vertical direction (maximum 24).

- Control characters may also be sent directly from the keyboard using the [M–] key as the control key. Refer to the table on page 174 for a list of control character key combinations.
- The escape character is generated by the [M+] key.

Technical matters

Communications parameters

Below is a brief description of the significance of the communication parameters not yet described.

SPEED bps (Communication or transmission speed)
Communication speed refers to the rate at which information is transmitted over a communication channel and is expressed by the number of bits per second (bps). Your Organizer supports communication speeds of 300, 1200, 2400, 4800 and 9600 bps. Select the fastest one of these supported by both your modem and that of the remote system.

DATA BITS (Character length of bits per character)
Character length refers to the number of bits required to represent one character of data. You can select either 7 or 8 bits. Select 7 bits for data communications using ASCII-compatible characters (alphanumeric and symbols) and 8 bits for data communications using European characters and/or special symbols (codes 80H to FFH) in addition to the ASCII characters. In general, the option 7 DATA BITS is used in the US and 8 DATA BITS in Europe.

PARITY (Parity check)
Parity check is also referred to as an "odd-even check" and provides a means of checking a set of data bits for their validity by attaching a non-data parity bit to the data. The parity bit is set to 1 or 0 so that the total number of 1's in each transmitted character is always even or always odd. You may select NONE (no parity check), ODD (odd- parity check) or EVEN (even-parity check). Generally, select EVEN for 7-bit data communications and NONE for 8-bit data communications.

STOP BITS (The number of stop bits)
In asynchronous serial transmission (such as when using an RS-232C interface), data bits are sent one by one. A start bit and one or two stop bits are attached to each character so the receiving device will know its beginning and end. In data communications with a PC, one stop bit is used.

XON/XOFF (XON/XOFF flow-control protocol)
XON/XOFF flow-control protocol is also called X-control or Buffer control. Most computer terminals have a buffer to receive data, from which the terminal reads data bits one by one. If the data read rate is slower than the rate data is sent, the receive buffer will soon become full, resulting in the loss of some transmitted data bits. With this control protocol, the terminal can automatically send a signal to the sending computer to temporarily stop data transmission.

SHIFT IN/OUT (Shift in/shift out)
Shift in/shift out controls a signal to distinguish a European character or special symbol (codes 80H to FFH) from an alphabetic character (codes 00H to 7FH). This parameter is set only when transmitting or receiving 7-bit data.

7F CODE CONVERSION
The ASCII (American Standard Code for Information Interchange) defines hex code 7F as DEL (Delete) and hex code 08 as BS (Back Space). Most terminals interpret 7F as DEL but some take it as BS. In data communications between two terminals which differ in their interpretation, this parameter is used to specify code conversion from 7F to 08.

SEND LF AFTER CR, RECEIVE LF AFTER CR
The CR (Carriage Return) code returns the cursor to the beginning of a line and the LF (Line Feed) code moves the cursor down one line. Most bulletin board and information services automatically send an LF after every CR to move the cursor to the beginning of the next line. Most terminals on the other hand only send a CR when you press the enter key, with no LF. For most applications, the SEND option is set to OFF. If the received data appears on a single line and is continually overwritten by the following line, then you need to set the RECEIVE option ON. If the received data has an extra blank line between each line, set this option to OFF. With your Organizer, the initial setting is OFF for both options.

LOCAL ECHO (Local character echo)
Echo refers to the method of displaying characters typed from the keyboard on the terminal screen. In HOST ECHO, characters typed from the terminal are first sent to the host computer which echoes them back to the terminal for display. In LOCAL ECHO, characters typed at the terminal are displayed on the screen simultaneous with the transmission of the characters to the host.

DELAY TIME
Delay time is the time the sending unit will wait after the transmission of each line of text to give the receiving terminal time to read the data. You can set any value from 0-99 tenths of a second (i.e. 0–9.9 sec.).

Control code table

The table below lists the key combinations required to generate the ASCII control codes.

Hex Value	Key Combination	ASCII Code
00	M– @ or MENU 3	NUL
01	M– A	SOH
02	M– B	STX
03	M– C	ETX
04	M– D	EOT
05	M– E	ENQ
06	M– F	ACK
07	M– G	BEL
08	M– H or BS	BS
09	M– I or ↵	HT
0A	M– J	LF
0B	M– K	VT
0C	M– L or C·CE	FF
0D	M– M or ENTER	CR
0E	M– N	SO
0F	M– O	SI
10	M– P	DLE
11	M– Q "Xon"	DC1
12	M– R	DC2
13	M– S "Xoff"	DC3
14	M– T	DC4
15	M– U	NAK
16	M– V	SYN
17	M– W	ETB
18	M– X	CAN
19	M– Y	EM
1A	M– Z	SUB
1B	M– [or M+	ESC
1C	M– \	FS
1D	M–]	GS
1E	M– ^	RS
1F	M– _	US

Troubleshooting

The following are some of the common problems that arise when attempting to connect to a remote system.

MODEM SET UP FAILED! PRESS [ENTER] message

Cause Incorrect baud rate.
Solution Press [ENTER], recall the terminal display, and correct the SPEED.
or
Cause Cables or power cord are not properly connected.
Solution Check cables and power cord.

AUTO LOGON FAILED! PRESS [ENTER] message

Cause Incorrect auto-logon procedure has been specified.
Solution Press [ENTER] and correct the auto-logon settings in the dialing directory.

DOWNLOAD FAILED! PRESS [ENTER] message

Cause There is insufficient memory for the download.
Solution Clear some memory to make room for the download.

UPLOAD FAILED! PRESS [ENTER] message

Cause The remote system was not ready to receive the data.
Solution Prepare the remote system.
or
Cause There is insufficient memory in the Organizer for the operation.
Solution Clear some memory and try again.

NO CARRIER message after remote system answers call

Cause Sending and receiving modems are mismatched or there is a phone line problem.
Solution Check the speeds of the modems are matched and try again.

Remote modem answers but received characters are garbled

Cause Number of data bits and/or parity of modems are mismatched or there is a phone line problem.
Solution Check the configuration data and try again.

Organizer does not disconnect when the carrier is lost, even after logging off

Cause Normal behavior.

Solution Press [ON] to disconnect.

Characters typed or uploaded from the Organizer do not appear on the display

Cause Modem not echoing characters.

Solution Type ATE1 and press [ENTER] in terminal mode before attempting to connect to the remote system.

Dialing ignored by the telephone system

Cause Incorrect dialing system is selected.

Solution Change the LINE TYPE in the modem setting menu.

Cannot hear dialing through the modem's speaker

Cause The speaker is turned off.

Solution Set SPEAKER in the modem setting menu to ON.

Carrier lost for no apparent reason

Cause The remote system hung up, there was noise on the line, or your telephone line has a call-waiting feature which you have not disabled.

Solution Try again or contact your telephone company for a solution to the call-waiting problem.

Lines of text are double spaced

Cause The remote system is sending a linefeed character after carriage return and the Organizer is adding another.

Solution Set RECEIVE LF AFTER CR in the configuration to OFF.

Each new line writes on the same line on the display

Cause The remote system is not sending a linefeed character after carriage return.

Solution Set RECEIVE LF AFTER CR in the configuration to ON.

Characters entered from the keyboard are not always displayed correctly on the remote system

Cause Parity is incorrectly set.

Solution Set the correct parity.

There are gaps in the received or transmitted data
Cause XON/XOFF is set to OFF.
Solution Set XON/XOFF to ON.

External Power Supply

By connecting the optional CE-76BC battery case to the Organizer, power can be supplied from external batteries to conserve the built-in operating batteries.

- The CE-76BC does not supply power when the operating batteries are depleted.

Connecting the battery case

1. Turn off the Organizer and lift up the option port cover on the external power supply socket (located on the right side of the keyboard).
2. Plug the connector of the battery case into the external power supply pin.

- Be sure to replace the socket cover when not using the external power supply.

Operating time of Organizer with external power supply (ambient temperature 20°C/68°F)

Condition	Alkaline batteries	Manganese batteries
Continuous display	Approx. 330 hours	Approx. 200 hours
5-minute data search and 55-minute display per hour	Approx. 200 hours	Approx. 150 hours

- Operating time will vary depending on the battery and usage.
- Batteries to be used
  Install either of the following 2 types of batteries in the battery case:
  LR03 or L30 alkaline battery x 6
  R03 or AAA manganese battery x 6

Data Transfer Restrictions

There are some restrictions when sharing data between Organizers of different models either directly from Organizer to Organizer, or indirectly via a personal computer. These are imposed primarily by differences in functions supported and differences in maximum permitted length of entries.

Transferring to the IQ-7000 series or ZQ-5000 series Organizers

When transferring data from your Organizer (the ZQ-6100M/ ZQ-6300M) to these Organizers, the following conditions apply:

- Organizer to Organizer transfer
  - Whole file and single entry transfer can be performed for the MEMO, TEL and SCHEDULE modes.
  - The maximum length of entry which can be edited after transfer is 512 characters for MEMO entries, and 507 characters for TEL entries. Any entry exceeding this limit can only be displayed.
  - SCHEDULE entries exceeding 512 characters can be neither displayed nor edited except for the IQ-7700 series which will accept any entry ignoring all characters after the 512th.
  - The maximum length of an entry transferred individually is:
    - 1474 characters for MEMO mode.
    - 1461 characters for TEL mode.
    - 1414 characters for SCHEDULE mode.
    - No limit for any mode in the IQ-7700 series.

    Any entry exceeding these limits will not be accepted and MEMORY FULL will be displayed.
  - TEL free field contents are transferred with the rest of the file but free field names are not.

Transferring to the ZQ-2000 series Organizers

When transferring data from your Organizer (the ZQ-6100M/ ZQ-6300M) to these Organizers, the following conditions apply:

- Whole file and single entry transfer can be performed for the MEMO, TEL and SCHEDULE modes.
- The maximum length of entry which can be edited after transfer is 512 characters for SCHEDULE and MEMO entries, and 514 characters for TEL entries.
  Entries exceeding these limits but not exceeding 515 characters can be displayed but not edited.
- The maximum length of an entry transferred individually is:
  - 536 characters for MEMO mode.
  - 529 characters for TEL mode.
  - 515 characters for SCHEDULE mode.

  Any entry exceeding these limits will not be accepted and I/O DEVICE ERROR will be displayed.
- The alarm times set in the SCHEDULE entries will become the scheduled start times.
- TEL free field contents are transferred with the rest of the file but free field names are not.

Transfer via a personal computer

- When transferring data to a personal computer using the IQ-791A/ IQ-792A software:
  - Only the first 512 characters of any entry can be transferred. Any data exceeding this limit will be ignored.
  - The free field names and contents in the TEL mode cannot be transferred.
  - OUTLINE, BUSINESS CARD and TO DO entries cannot be transferred.
  - ANN 1 and ANN 2 anniversary data can be transferred as for the 7000 series, however PERIOD data cannot.
- Transfer of TO DO entries may not be possible with certain PC link software.

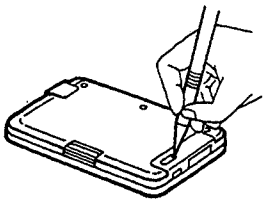
Other points to note

- Entries cannot be exchanged between the ZQ-6100M/ZQ-6300M TO DO mode and the IQ-701A/ZQ-5000 series DO LIST mode.

Reset

When trouble occurs

An impact or a strong external electric field may clear the display or fill it with meaningless symbols, leaving the Organizer inoperative. If so, press the RESET switch on the back of the Organizer with the tip of a ball-point pen or similar non-breakable object.

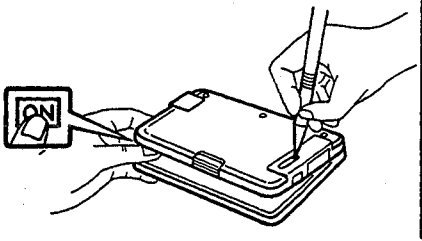


- The impact or external electric field may erase some or all of the Organizer's memory.

All reset operation

If the Organizer still refuses to function properly after resetting as described above, perform the following:

1. While holding [ON], press and release the RESET switch on the back. Release [ON] after the display below appears.




```
ALL DATA
CLEAR
OK (Y/N) ?
```

2. Press [N].

The HOME and WORLD clocks and guidance language are all reset.

Caution: Do not press [Y] in step 2. This will delete all data.

Troubleshooting

If the Organizer malfunctions, please go through the following checklist before sending it out for repairs:

Problem	Remedy
Nothing appears on the display after pressing [ON].	• Adjust the display contrast (page 14). • Replace the batteries (page 183).
Display contrast is insufficient.	• Adjust the display contrast (page 14). • Replace the batteries (page 183).
The display is too dark (all the symbols are displayed faintly).	Adjust the display contrast (page 14).
Keys do not beep when pressed.	Press [2nd] [♪] to display ♪ (page 15).
The Organizer turns on but the keyboard is frozen.	Reset the Organizer (page 181).
MEMORY FULL is displayed.	There is no room for the data you want to store. Delete all unnecessary data and try again.
Alarm does not sound at the set time.	Press [2nd] [🔔] to display 🔔 (pages 52 and 141).
Display dims while pressing a key.	The operating batteries are getting low. Continue to use the Organizer as usual or replace the batteries (page 183).

Battery Replacement

Batteries used in the Organizer

Use	Type	Model	Qty
Unit operation	Lithium battery	CR2032	4
Memory backup	Lithium battery	CR2032	1

The HOME and WORLD clocks are powered by the operating batteries.

Important

- Do not remove both the operating and memory backup batteries at the same time. All data stored in memory will be lost.
- Before replacement, make a backup of all important data.
- Always replace all 4 operating batteries at the same time with new CR2032 batteries.
- The original batteries were factory-installed at the time of shipment and might be depleted before satisfying the operating time indicated in the specifications.

Caution

- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

Operating batteries

When **BATT** appears on the display and the display is too dim to read, the operating batteries are depleted. Press [OFF] to turn the power off and then turn the power back on. If the following message appears when the power is turned on, replace all 4 operating batteries immediately.

```
< ATTENTION >
Replace the OPERATING batteries.
Before replacement read OPERATION MANUAL
BATT
```

Replacing the operating batteries

1. Turn the Organizer off.
2. Remove the 3 screws on the back of the Organizer with a Phillips screwdriver and remove the rear cover (Fig. 1).
3. Slide the battery cover while depressing the battery cover lock (Fig. 2).
4. Remove the battery cover.
5. Remove the old batteries using a ball-point pen (Fig. 3).

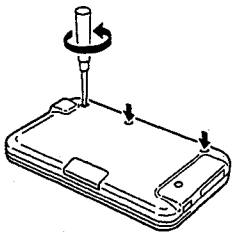


Fig. 1

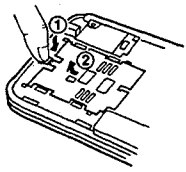


Fig. 2

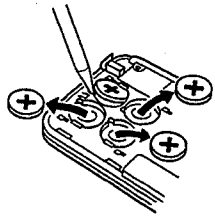


Fig. 3

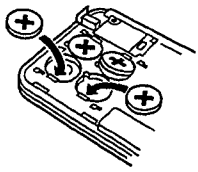


Fig. 4

6. Insert the 4 new batteries with the positive side of each battery facing up (Fig. 4).
7. Replace the battery cover and slide it back into place. A click sounds when it is locked (Fig. 5).
8. Reattach the rear cover with the 3 screws (Fig. 6).

9. Press [ON] to turn the power on.
10. Set the HOME city, and the date and time for the HOME clock (refer to "Setting the HOME Clock," on page 26).

If the power does not come on when you press [ON]:

- Make sure the battery cover is installed properly.
- Carefully repeat the above battery replacement procedure.

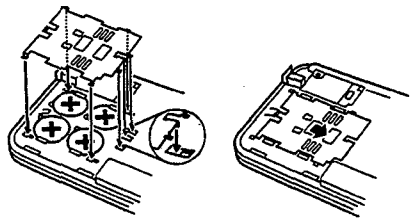


Fig. 5

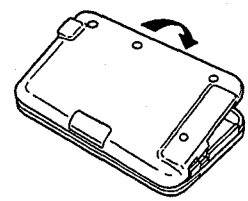


Fig. 6

Memory backup battery

The memory backup battery in your Organizer has an effective life of about 5 years under normal operating conditions. Note that temperature extremes can shorten the battery life.
Replace the memory backup battery every 5 years, or when the following message appears.

```
<< ATTENTION >>
Replace the MEMORY BACKUP battery.
Before replacement read OPERATION MANUAL
```

When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries are depleted, replace them before replacing the memory backup battery. Failure to do so may result in complete loss of data.

Replacing the memory backup battery

1. Turn the Organizer off.
2. Remove the 3 screws on the back of the Organizer with a Phillips screwdriver and remove the rear cover.
3. Carefully peel the sheet off the battery cover. (Fig. 1)
4. Remove the screw on the battery cover using a Phillips screwdriver. (Fig. 2)
5. Remove the battery cover.
6. Remove the old battery using a ball-point pen.
7. Insert the new battery with its positive side facing up.
8. Replace the battery cover and secure with the screw. (Fig. 3)
9. Reattach the previously removed sheet.
10. Reattach the rear cover with the 3 screws.
11. Press [ON] to turn the power on.

- If the power does not come on when you press [ON], carefully repeat the above battery replacement procedure.

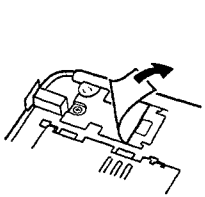


Fig. 1

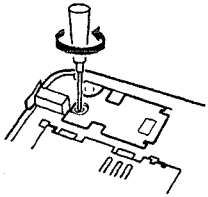


Fig. 2

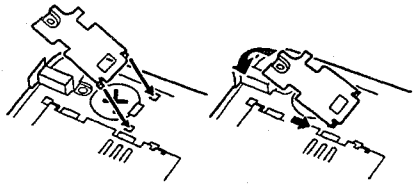


Fig. 3

Specifications

Model	ZQ-6100M/ZQ-6300M
Product name	Electronic Organizer
Display	240 x 64 dot matrix liquid crystal display 40 columns x 8 lines (with 6 x 8 dot characters) 30 columns x 4 lines (with 8 x 16 dot characters)

Electronic notebook section

Telephone function	Entry and recall of 3 standard fields (name, phone number and address) plus 5 free fields
Schedule function	Entry and recall of dates, appointment times and details of appointments Automatic day-forward function, schedule alarm function, display of daily and weekly events
Calendar function	Display of calendars from January 1901 to December 2099 Schedule mark function distinguishing between morning and afternoon appointments Anniversary, Period and To Do entry mark function
Anniversary & Period function	Entry and recall of anniversaries and periodic events
Business Card function	Entry and recall of 8 standard fields (company name, department, phone number, fax number, office address, personal name, position and extension/direct call number) plus 5 free fields
Outline Processor function	Creation of outline files, entry and recall of topics

Memo function	Entry and recall of everyday memos Memo data calculation function
To Do function	Entry and recall of items assigned a priority and up to 5 categories Recall via filters
Memory capacity	ZQ-6100M 64 Kbytes (User area: Approx. 43 Kbytes) Schedule mode capacity: Approx. 660 entries Telephone mode capacity: Approx. 940 entries Memo mode capacity: Approx. 290 entries ZQ-6300M 128 Kbytes (User area: Approx. 107 Kbytes) Schedule mode capacity: Approx. 1,740 entries Telephone mode capacity: Approx. 2,470 entries Memo mode capacity: Approx. 780 entries • The approximate entry capacities above assume the following average entry sizes when all memory is used by a single mode. SCHEDULE Description 32 characters/entry TEL Name 16 characters/entry Number 12 characters/entry MEMO 128 characters/entry
Maximum character string length per data item	2,048 characters Up to 2,048 characters per description in TO DO mode, and 2,048 characters per topic in OUTLINE mode 2,088 characters per entry in BUSINESS CARD mode
Other features	Secret function, user dictionary, data transfer, global seek search, index display, help function, etc.

Calculator

Digits	10
Functions	Addition, subtraction, multiplication, division; constant, square root, percent, memory calculation, estimation

Clock

Crystal oscillation frequency	32,768 Hz
Clock precision	Average variance per day, 1.5 seconds (at 25°C/77°F)
Contents of displays	Year, month, day, day of the week, hours, minutes, AM/PM, city names, time zone on world map
Time system	12-hour or 24-hour
World clock function	Display of date and time for the world's cities. Enable/disable control for daylight saving time display function

Common

Power	Main supply: 6 V ⎓ DC, lithium batteries (CR2032 x 4) Memory backup: 3 V ⎓ DC, lithium battery (CR2032 x 1)
Power consumption	0.12 W

Operating time	The time may vary depending on usage. Operating batteries: • Approx. 150 hours (4 months of 1-hour continuous use per day) Continuous display, ambient temperature 20°C (68°F) • Approx. 95 hours (2.5 months of 1-hour continuous use per day) 5-minutes data search and 55-minutes display per hour, ambient temperature 20°C (68°F) • Approx. 1.5 years With the Organizer OFF and the clock running Memory backup battery: • Approx. 5 years (if operating batteries are replaced promptly when depleted) • Approx. 1 year (if operating batteries are depleted or not installed)
Operating temperature	0° to 40°C (32° to 104°F)
Outline dimensions	
Open	150(W)x170(D)x10.5(H)mm 5-29/32"(W)x6-11/16"(D)x13/32"(H)
Closed	150(W)x85(D)x18.4(H)mm 5-29/32"(W)x3-11/32"(D)x23/32"(H)
Weight	Approx. 225 g/0.5 lb (including batteries)
Accessories	Lithium batteries (installed) (CR2032), operation manual

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